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Journal Distribution system

Login

- To enter the Circulation department software [eVitaran], 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 eVitaran login interface. At the top, there's a blue header bar with the 'eVitaran' logo on the right. Below the header is a white login form. The form has two tabs at the top: 'Login' (which is highlighted in orange) and 'Forgot Password'. The 'Login' tab is active. Below the tabs, there are two input fields: 'User Name' and 'Password', each with a corresponding text input box. At the bottom of the form 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 eVitaran forgot password interface. At the top, there's a blue header bar with the 'eVitaran' logo on the right. Below the header is a white form. The form has two tabs at the top: 'Login' and 'Forgot Password'. The 'Forgot Password' tab is active. Below the tabs, there is one input field labeled 'Email ID:' with a corresponding text input box. At the bottom of the form is a single button labeled 'Reset Password'.

Change password

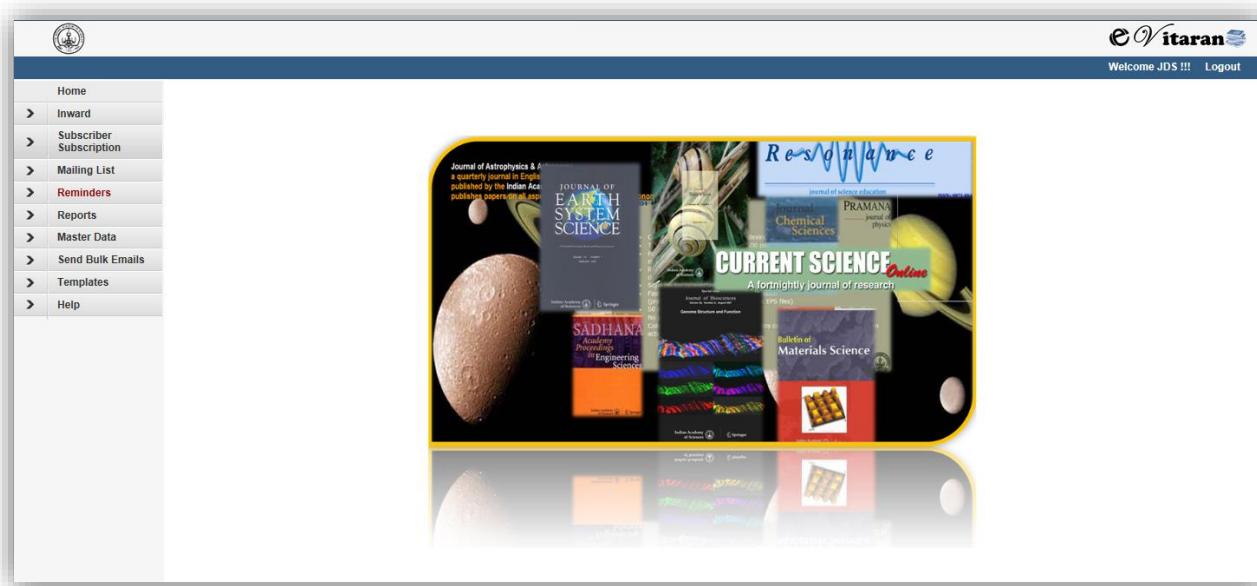
- Enter the new password twice. As new password and reenter the password.
- Press Button Login.
- This will store the newly entered password and you will be navigated to the home page.

Change Password

User Name	<input type="text"/>
New Password	<input type="password"/>
Retype new Password	<input type="password"/>

Home

- Home page is the mail window of the eVitaran 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 eVitaran.



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 Rate
 - 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

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 Criteria
Country:

Search Reset

Country Id	Country	View / Edit
1	Argentina	View / Edit
2	Bahrain	View / Edit
3	China	View / Edit
4	Finland	View / Edit
5	India	View / Edit
6	Indonesia	View / Edit
7	Papua New Guinea	View / Edit
8	Philippines	View / Edit
9	Singapore	View / Edit
10	Spain	View / Edit

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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

Add State

State Id: 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 or 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

Search State

Search Criteria State: Search Reset

	State Id	State	Action
1	1	Andhra Pradesh	View / Edit
2	2	Arunachal Pradesh	View / Edit
3	12	Himachal Pradesh	View / Edit
4	13	Jammu & Kashmir	View / Edit
5	35	Lakshadweep	View / Edit
6	17	Madhya Pradesh	View / Edit
7	18	Maharashtra	View / Edit
8	23	Odisha	View / Edit
9	30	Uttar Pradesh	View / Edit

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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

The screenshot shows the 'eVitaran' software interface. In the top right corner, it says 'Welcome Admin !!! Logout'. On the left, there's a sidebar with a tree view of menu items. Under 'Master Data', 'District' is expanded, and 'Add District' is highlighted with a red box. A red arrow points from this red box to the 'Add District' button in the main content area. The main content area has fields for 'District Id' (0) and 'District' (Bangalore), and buttons for 'Save' and '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

The screenshot shows the 'eVitaran' software interface. In the top right corner, it says 'Welcome Admin !!! Logout'. On the left, there's a sidebar with a tree view of menu items. Under 'Master Data', 'District' is expanded, and 'Search District' is highlighted with a red box. A red arrow points from this red box to the 'Search' button in the main content area. The main content area has a search form with 'District:' field containing 'an', 'Search' and 'Reset' buttons, and a 'Search Result' table. The table has columns for 'District Id', 'District', and 'View / Edit'. It lists 10 districts from 1 to 10, each with a 'View / Edit' link.

District Id	District	View / Edit
1	24 Parganas North	View / Edit
2	24 Parganas South	View / Edit
3	Anand	View / Edit
4	Anantapur	View / Edit
5	Anantnag	View / Edit
6	Andaman Islands	View / Edit
7	Angul	View / Edit
8	Aurangabad	View / Edit
9	Banas Kantha	View / Edit
10	Banda	View / Edit

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 modification

Add City

City Id: City:

Save **Edit**

Add City	Search City
----------	-------------

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.

Search City

Search Criteria

City:

Search **Reset**

	City Id	City	View/ Edit
1	2275	Aduthurai	View / Edit
2	413	Aizawl	View / Edit
3	4	Aizawl	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

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Subscriber Master 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' page. The left sidebar has a tree view with nodes like Home, Inward, Subscriber Subscription, Mailing List, Reminders, Reports, Master Data (selected), Country, State, District, City, and a red box around the 'Subscriber' node. Below the tree is a button 'Add New Subscriber Type'. The main area has a title 'Add Subscriber Type' and a form with fields: 'Subscriber Type Id' (0), 'Sub Type Code' (empty), 'Subscriber Type' (empty), 'Free/ Paid' (Paid selected), 'Nationality' (Indian selected), 'Institutional' (Institute selected), 'Free Copies' (0), and 'Discount if any %' (0). At the bottom are 'Save' and 'Edit' buttons. The top right shows 'Welcome Admin !!!' and 'Logout'.

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.

The screenshot shows the 'eVitaran' software interface. In the top right corner, it says 'Welcome Admin !!! Logout'. On the left, there's a sidebar with links like Home, Inward, Subscriber Subscription, Mailing List, Reminders, Reports, Master Data (with Country, State, District, City, and Subscriber options), Add New Subscriber Type, Search Subscriber Type (which is highlighted with a red box), Journals, Annual Information, Agents, and Send Bulk Emails. The main area has a title 'Search Sub Type' and a 'Search Criteria' section with fields for 'Sub type Code' and 'Subscriber Type', and buttons for 'Search' (highlighted with a red box) and 'Reset'. Below this is a 'Search Result' table with columns: Id, Subscriber Type Code, Subscriber Type, Free/Paid, Indian/Foreign, Inst/Pers, and View/Edit. The table contains 7 rows of data. At the bottom, there are navigation links for first, previous, next, last, and page numbers (Page 1 of 1), and a note 'View 1 - 7 of 7'.

Journal Master 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.

This screenshot shows the 'Journals' section of the eVitaran software. It features a menu with four items: 'Journals' (highlighted with a red box), 'Add Journal', 'Search Journal', and 'Journal Group'. The 'Journals' item is currently active, indicated by a small square icon with a minus sign to its left.

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	0250-6335	View / Edit
2	8	JB	0250-5991	View / Edit
3	9	JG	0022-1333	View / Edit

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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.

The screenshot shows the 'eVitaran' software interface. At the top right, it says 'Welcome Admin !!! Logout'. On the left, there's a vertical sidebar with a tree view of menu items. A red box highlights the 'Journal Group' item under the 'Journals' section. A red arrow points from this highlighted item to the title 'Display Journal Groups' at the top of the main content area. The main content area has three sections: 'Search Criterion' (with a dropdown for 'Journal Group' and a 'Display Group Contents' button), 'Enter New Journal Group Name' (with a text input for 'Journal Group Name' and a 'Add New Subject Group' button), and 'Search Result' (a table with columns for 'Journal Name' and 'Select', showing 15 results). Below the table are buttons for 'Edit', 'Save', and 'Cancel'.

Add Journal Group

- To add the journal Group, click on menu ‘Journal Group’.
- On Click of ‘Journals Group’ option from the menu, ‘Display Journal Group’ form will be loaded.
- Click on new Add Subject Group.
- Journal Field Name will be enabled and all the list of journals will be loaded in the table below.
- Enter the name of the new Journal Group in ‘Journal Group Name Field’
- Press the Edit Button.
- The checkboxes will be enabled in the table.
- For Journals which needs to be added to the group select the checkboxes.
- Press the Button ‘Save’.

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](#)

Display/Edit Journal Group

- To add the journal Group, click on menu ‘Journal Group’.
- This will navigate you to ‘Display Journal Group ‘page.
- Journal Group Drop down is enabled. All the available Journal Groups will be displayed in the drop down
- Select the Journal Group to be displayed from the 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

	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"/>
11	Current Science	<input checked="" type="checkbox"/>
12	1-11 All Journals	<input checked="" type="checkbox"/>
13	1-10 Journals	<input checked="" type="checkbox"/>

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

- Press button ‘Display Group contents’.
- List of Journals under the group will be loaded in the table.
- To modify the content for Journal Group, press button Edit.
- The checkboxes will be enabled in the table.

- For Journals which needs to be added to the group select the checkboxes. Deselect the check boxes for which Journal needs to be removed.
- Press the Button ‘Save’.

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"/>

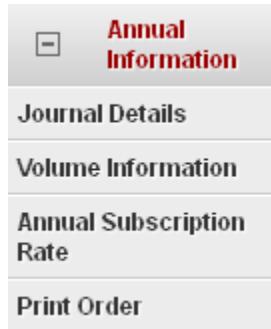
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Edit Save Cancel

Annual Journal Information

Certain annual information must be defined prior to the beginning of each year.

Note: If this information is not defined, then new subscriptions cannot be entered.



Journal Details

Select the year from the year drop down menu and click on the “Get Journal Details” page. Press the “Edit” button if the existing information has to be edited or new information has to be added. The “Save” and “Cancel” buttons are enabled after the “Edit” button is pressed. After the required information has been added, press the “Save” button to save and “Cancel” if the changes have to be abandoned. The new changes will reflect immediately once changes have been saved.

Display Journal Details

Search Criterion

Year

Journal Details

	Journal	Pages	No of issues this year	Page Size	No of volumes this year
1	Pramana - Journal of Physics	1800	12	A4	2
2	Journal of Astrophysics and Astronomy	400	4	A4	1
3	Proceedings (Mathematical Sciences)	400	4	A4	1
4	Journal of Earth System Science (formerly Proc. Earth Planet Sci.)	600	6	Other	1
5	Journal of Chemical Sciences (formerly Proc. Chemical Sci.)	600	6	Other	1
6	Bulletin of Materials Science	600	6	Other	1
7	Sadhana (Engineering Sciences)	600	6	A4	1
8	Journal of Biosciences	500	4	Other	1
9	Journal of Genetics	400	3	Other	1
10	Resonanace - Journal of Science Education	1200	12	A4	1

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Note: The user needs to be careful while changing the “No of issues this year” and “No of volumes this year” since this information will also impact the mailing list generation.

Note: The user needs to be careful while changing the “Page Size” information. This information is used to club the list of journals to be included in a single label/ sticker while generating the back issue list.

Volume Information

Once the information about the journals i.e. no of issues per year, no of volumes per year is entered, next we need to define the volume information. Select the year from the year drop down menu and select the journal for which the information needs to be entered. Click on the “Get Journal Volume Details” button and the table below will display the volume numbers and start month for the volumes. The “Volume Numbers” and “Start Month” can be defined using the “Edit” button. Information can be saved by the use of “Save” button.

Display Journal Volume Details

Search Criterion

Year: Journal:

Actions: Search/ Add

[Get Journal Volume Details](#)

Journal Details

vid	Journal	No of volumes	Volume Number	Start Month
1	Pramana - Journal of Physics	2	80	January
2	Pramana - Journal of Physics	2	81	July

(< <<) Page [1] of 1 (>> >>) [10] View 1 - 2 of 2

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

Note: The user needs to be careful when entering the volume numbers and the start month. This information is used for automatic generation of back issue labels.

Annual Subscription Rate

There are 2 operations that can be performed on this screen i.e. viewing rates already defined and adding new rates.

Viewing of rates already defined: Select the year, followed by journal group, followed by the subscriber type and click on “Display Rates”. The table below will display the rates that have been defined.

Journal Subscription Rates

Selection Criteria

Year: Subscriber Type:

Journal Group:

Actions - Search / Add

[Display Rates](#) [Define Rates](#)

Add New Rates

No of Years: Rate:

[Add Rates](#)

Rates Table

ID	Journal Group Name	Subscriber Type	Start Year	No of years	Rate
1	Pramana - Journal of Physics	Indian Schools and Colleges	2013	1	750

Note: This information is used to calculate the subscription rate. Hence this information once added cannot be deleted. The user needs to be careful while defining this information.

Addition of new rates: Select the year, journal group and subscriber group for which the rates have to be defined. Click on “Display Rates” to display the existing rates. Then click on “Define Rates”. The text boxes “No of Years” and “Rate” will be enabled. Clicking on the “Add Rates” button will add the rate for the selected journal group.

	Id	Journal Group Name	Subscriber Type	Start Year	No. of years	Rate
1	30	Pramana - Journal of Physics	Indian Schools and Colleges	2013	1	750
2	675	Pramana - Journal of Physics	Indian Schools and Colleges	2013	2	1500

Note: The journal group is defined in



Note: The subscriber type is defined in



Print Order

On this screen the print order information for each journal within that year can be defined. The information can be recorded per issue. The number of issues is derived from the information defined in the “Journal Details” screen. After selection of the “Journal”, “Year” and the “Volume Number” clicking

on the “Search Print Orders” button displays the information in the table below. This information can be edited by pressing the “Edit”. This information can be saved by pressing the “Save” button.

- Display Print Order

- Search Criterion

Journal:	<input type="text" value="Pramana - Journal of Phys"/>	Volume Number:	<input type="text" value="80"/>
Year:	<input type="text" value="2013"/>		
<input type="button" value="Search Print Orders"/>			

Print Order Details

Issue No	Print Order
1	0
2	0
3	0
4	0
5	0
6	0

0

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Agent Information

Information about agent can be added through the master data menu



There are 2 options

- Add agent
- Search agent

Add agent

A new agent can be added by clicking on the “Add agent” page. The fields marked in “RED” are mandatory and the user will not be allowed to save if this information is entered.

- Create Agent

- Agent Details

Agent Id:	<input type="text" value="0"/>	Registration Date:	<input type="text"/>
Agent Name:	<input type="text"/>		

Address Details

Email Id:	<input type="text"/>	State:	<input type="text" value="Select"/>
Address:	<input type="text"/>		
City:	<input type="text" value="Select"/>	Country:	<input type="text" value="Select"/>
District:	<input type="text" value="Select"/>		

Clicking on “Save” saves the changes and “Edit” allows the user to edit the changes.

Search agent

Information about an agent can be searched using this screen. Search can be performed using 2 parameters i.e. agent name or the city. Add the 2 search parameters and click on the “Search” button. The search results are displayed in the table below.

Search Agent

Search Criteria

Agent Name:	<input type="text" value="swb"/>	City:	<input type="text"/>
-------------	----------------------------------	-------	----------------------

Search Result

	Agent Id	Agent Name	Registration Date	emailId	Address	City	View/Edit
1	2	SWB			East High Court Rd, Ram	Nagpur	View / Edit
2	86	International Book Hous			Jhandewalan Extension	New Delhi	View / Edit
3	103	Central News Agency Pv			PB No.400, Basavanagud	Bengaluru	View / Edit
4	105	Informatics (India) Pvt. Lt			Plot No 7, Inder Puri	New Delhi	View / Edit
5	110	Total Library Solutions Ir			East High Court rd, Ramc	Nagpur	View / Edit
6	111	IBH Journal Service			Near Tulsi Hotel, Pandanil	Lucknow	View / Edit
7	115	Royal News & Subscripti			Kachiguda Station Road	Hyderabad	View / Edit
8	116	Allied Publishers Subscript			West Punjabi Bagh	New Delhi	View / Edit
9	117	Journal Subscription Ser			District Centre, Janakpur	New Delhi	View / Edit
10	120	Toal IT Solutions Pvt. Ltd					View / Edit

Page 1 of 14 >> >> 10

View 1 - 10 of 136

Further details about the agent can be viewed or edited by the links provided in the “View/ Edit” column. Clicking on either of the links will take the user to a add new agent page.

Display Agent

Agent Details

Agent Id:	115	Registration Date:	
Agent Name:	Royal News & Subs	Discount%:	10

Address Details

Email Id:	null	State:	Uttar Pradesh
Address:	Near Tulsi Hotel, Pa	Country:	India
City:	Lucknow	PIN Code:	226004
District:	Select		

Save **Edit**

The user can edit the information on this page and save.

Note: The user needs to be careful in entering the information on this page especially the discount. The discount rate is used in calculation of the subscription rate for the agent.

Inwards

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

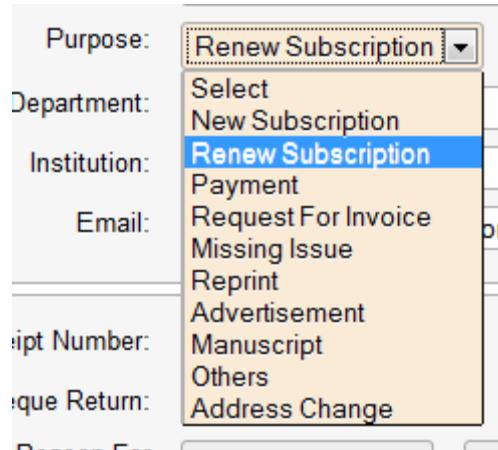
▼	Inward
	Create Inward
	View / Edit Inward
	Pending Inwards
	Update Receipt Numbers

Create Inward

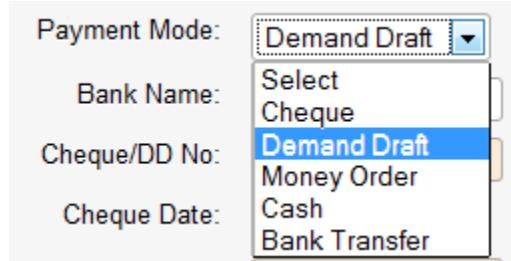
- To enter the inward in the system use menu, Inward → Create Inward.
- New inward screen will come up

The screenshot shows the 'Create Inward' interface. On the left is a sidebar with navigation links: Home, Inward (selected), Create Inward (highlighted with a red arrow), Pending Inwards, Search Inward, Update Receipt Numbers, and various reports and help links. The main form has sections for subscriber details, inward details, payment information, and a dropdown for purpose. The 'Purpose' dropdown is open, showing a list of options with 'Renew Subscription' selected.

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



- 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.



- 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:	<input type="text"/>	<input type="button" value="Search Subscriber"/>	<input type="button" value="Reset"/>	Inward Number:	<input type="text"/>																																																																																																			
http://111.93.135.174:8080/JDS/jsp/subscriber/subscriberlist.jsp																																																																																																								
Search Subscriber Result Search Criteria <table border="1"> <tr> <td>Subscriber Number:</td> <td><input type="text"/></td> <td>Department:</td> <td><input type="text"/></td> </tr> <tr> <td>Subscriber Name:</td> <td><input type="text"/></td> <td>Pin Code:</td> <td><input type="text"/></td> </tr> <tr> <td>City:</td> <td><input type="text"/></td> <td colspan="2"> <input type="button" value="Search"/> <input type="button" value="Reset"/> </td> </tr> </table>						Subscriber Number:	<input type="text"/>	Department:	<input type="text"/>	Subscriber Name:	<input type="text"/>	Pin Code:	<input type="text"/>	City:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>																																																																																								
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Subscriber List <table border="1"> <thead> <tr> <th></th> <th>Subscriber Number</th> <th>Subscriber Name</th> <th>Department</th> <th>Institute</th> <th>City</th> <th>Pin Code</th> <th>Country</th> <th>Email</th> </tr> </thead> <tbody> <tr><td>1</td><td>14880</td><td>Rao, Prof. G.V.</td><td>33, New Campus</td><td>Indian Institute of Techno</td><td>Delhi</td><td>110016</td><td>India</td><td></td></tr> <tr><td>2</td><td>8753</td><td>Sharma N D Dr</td><td>No. 21, Kundan Residency</td><td>Mandla Road, 4th Mile</td><td>Jabalpur</td><td>482021</td><td>India</td><td>ndsfungi@yahoo.co.in</td></tr> <tr><td>3</td><td>10596</td><td>Chenna Basava S M Mr</td><td>C/O B M Thippaiah</td><td>No 461 W No 25 Sri Rama</td><td>Bellary</td><td>583104</td><td>India</td><td></td></tr> <tr><td>4</td><td>10546</td><td>Ramachandra Reddy A Prof</td><td>Assistant Professor</td><td>Department of Physics</td><td>Warangal</td><td>506004</td><td>India</td><td>arcnrtw@yahoo.co.in</td></tr> <tr><td>5</td><td>10294</td><td>Sopory Sudhir K Prof FA</td><td>Vice-Chancellor</td><td>Jawaharlal Nehru Univers</td><td>New Delhi</td><td>110067</td><td>India</td><td>sopory@mail.jnu.ac.in</td></tr> <tr><td>6</td><td>10554</td><td>Yadav L S Dr</td><td>Agricl. Engg . Dept.</td><td>NERIST</td><td>Nirjuli</td><td>791109</td><td>India</td><td></td></tr> <tr><td>7</td><td>9298</td><td>Karthic C</td><td>33/110</td><td>New Police Station Road (t</td><td>Bengaluru</td><td>560036</td><td>India</td><td></td></tr> <tr><td>8</td><td>8001</td><td>Jaimini Sarkar Dr</td><td>No 147, MHB Building 3</td><td>Near Udyachal C H S, Shiv</td><td>Mumbai</td><td>400066</td><td>India</td><td></td></tr> <tr><td>9</td><td>8002</td><td>Navjeet Sharma Dr</td><td>Department of Physics</td><td>D A V College</td><td>Jalandhar</td><td>144008</td><td>India</td><td></td></tr> <tr><td>10</td><td>8003</td><td>Ramana Gowda P Dr</td><td>No.1, 'Shakti'</td><td>Santhosh Viha, Phase 1</td><td>Bengaluru</td><td>560092</td><td>India</td><td></td></tr> </tbody> </table>							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	ndsfungi@yahoo.co.in	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	arcnrtw@yahoo.co.in	5	10294	Sopory Sudhir K Prof FA	Vice-Chancellor	Jawaharlal Nehru Univers	New Delhi	110067	India	sopory@mail.jnu.ac.in	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	
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Page 1 of 3 260 >> >> 10 <input type="button" value="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"/>	<input type="button" value="Search Subscriber"/>	<input type="button" value="Reset"/>	Inward Number:	<input type="text" value="13E-02161"/>
From:	<input type="text" value="Deepali Gokhale"/>			Date:	<input type="text" value="19/05/2013"/>
Country:	<input type="text" value="India"/>			Agent:	<input type="text"/>
State:	<input type="text" value="Karnataka"/>			Purpose:	<input type="text" value="New Subscription"/>
District:	<input type="text" value="Bengaluru"/>			Department:	<input type="text" value="Department of Science"/>
City:	<input type="text" value="Bengaluru"/>			Institution:	<input type="text"/>
PIN Code:	<input type="text" value="560043"/>			Email:	<input type="text" value="deepali.gokhale@abc.com"/>
Payment Mode:			Receipt Number:		
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"/>				
<input type="button" value="New Inward"/> <input style="border: 2px solid red; background-color: #ffffcc; color: red; font-weight: bold; font-size: 10pt; padding: 2px 10px; margin-right: 10px;" type="button" value="Edit Inward"/> <input style="border: 2px solid red; background-color: #ffffcc; color: red; font-weight: bold; font-size: 10pt; padding: 2px 10px; margin-right: 10px;" type="button" value="Send Acknowledgement"/> <input type="button" value="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

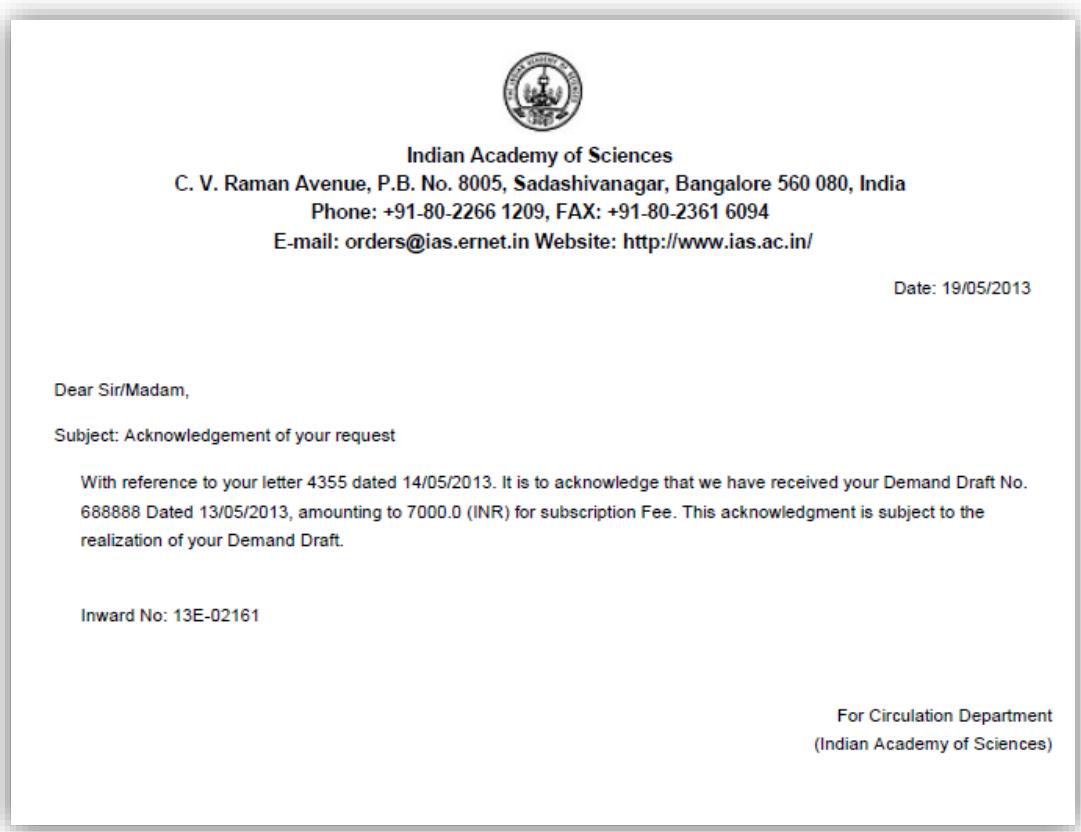
Your letter no: Dated:

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:

- 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.



- 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.

The screenshot shows the JDS software interface. On the left, a sidebar menu includes options like Home, Inward (which is highlighted with a red arrow), Create Inward, Pending Inwards, and Search Inward (also highlighted with a red arrow). The main area is titled "Search Inward" and contains search fields for "From:" (date), "City:" (city), "Inward Number:" (inward number), "Cheque Number:" (cheque number), and "Date Range" (from 24/04/2013 to 06/05/2013). Below these fields are "Search" and "Reset" buttons. A red arrow points to the "Search" button. The main table displays a list of inward records with columns: Inward No, Subscriber No., From, Received Date, City, Cheque#, Amount, Purpose, Completed, Valid, and View/Edit. Each record has a "View" and "Edit" link at the end. The table shows 10 records, with page navigation at the bottom indicating "Page 1 of 11" and "View 1 - 10 of 106".

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

- 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'.

- 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.


Indian Academy of Sciences
 C. V. Raman Avenue, P.B. No. 8005, Sadashivanagar, Bangalore 560 080, India
 Phone: +91-80-2266 1200, FAX: +91-80-2361 6094
 E-mail: office@ias.ernet.in Website: <http://www.ias.ac.in/>

Date: 15/09/2012

Dear Sir/Madam,

The Cheque/DD No: 123214 dated 14/09/2012 for INR 1200.0 is returned herewith for want of the following information

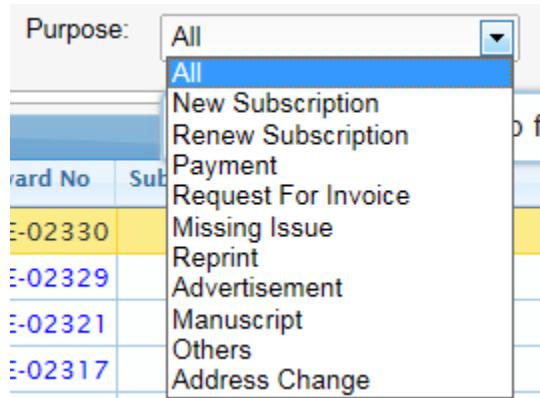
- Cheque/ DD not in favour of Indian Academy of Sciences

Subscriber No :
 Inward No : 12I-04232

Your's Truly
 (Indian Academy of Sciences)

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.



- 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.

The screenshot shows the JDS software interface. On the left, there is a sidebar with various menu items: Home, Inward (which is highlighted in red), Create Inward, Pending Inwards (also highlighted in red), Search Inward, Update Receipt Numbers, Subscriber Subscription, Mailing List, Reminders, Reports, Master Data, Send Bulk Emails, Templates, and Help. The main area is titled "Pending Inwards" and shows a table of "Inward" records. The table has columns: Inward No, Subscriber Id, Agent, From, Received Date, City, Cheque#, Amount, Purpose, and Action. The "Purpose" column is currently set to "All". The table contains 14 rows of data. At the bottom of the table, there are navigation buttons for "Page 1 of 3", "Next", and "View 1 - 20 of 47".

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.

Welcome JDS !!! Logout

Update Receipt Numbers

File Upload

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

Filename	Status	Size

Add Files **Start Upload** 0% 0 kb

Failures

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.

- 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

Add Files **Start Upload**

Failures

File Upload

Organize New folder

Name Date modified Type

Favorites

- Desktop
- Downloads
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Subversion
- Videos

Computer

Network

File name: RECEIPT - Copy.XML

Open Cancel

Update Receipt Numbers

File Upload

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

Filename	Status	Size
RECEIPT - Copy.XML	0%	16 KB

Start Upload 0% 16 KB

Failures

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.

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**

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

No runtime.html5

Inward#	Subscriber#	Receipt#	Cheque#	Date

Page 1 of 0 | 10

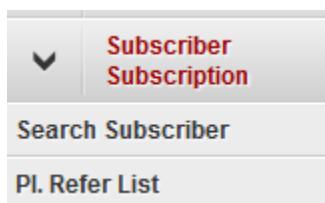
No records to view

Subscriber

Edit Subscriber

To modify any subscriber information like address, email, phone, address follow the below steps. It is always recommended that user always create an inward of type “Address Change” before making any changes to subscriber address.

- Navigate to subscriber/subscription on the left menu and click on “Search Subscriber”



- Enter any of the search criteria like city, subscriber number, name, email, pin code. More the number of fields are filled better the search results, otherwise a large number of subscribers may get displayed after the search

Search Subscriber

Subscriber No:	<input type="text"/>	Email:	<input type="text"/>
Subscriber Name:	<input type="text" value="john"/>	City:	<input type="text"/>
Department:	<input type="text"/>	Pin Code:	<input type="text"/>
Institute:	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

	Subscriber ID	Subscriber Number	Subscriber Name	Department	City	Pin Code	Country	Action
1	216	8215	John Antony Das G Rev Fr	Ananda College Residence	Devakottai	630303	India	View Edit Subscription
2	419	8439	John S Mr	Trinity Lyceum	Kollam (Quilon)	691013	India	View Edit Subscription
3	491	8512	Johny Koikara Mr	De Pant Residential School	Mysore	571606	India	View Edit Subscription
4	839	8870	Shirley John Mr	007,Raheja Regent	Bengaluru	560005	India	View Edit Subscription
5	886	8919	Suchit Adhish John Dr	6, Wooster Campus	Allahabad	211003	India	View Edit Subscription
6	960	8998	John Daniel Dr	No. 3/351, Booma Devi Street	Chennai	602101	India	View Edit Subscription
7	1078	9120	Saji John K Ms.	w/o K X Francis	Kochi	682304	India	View Edit Subscription
8	1113	9155	Jacob John T Dr	FASc	No. 439	632002	India	View Edit Subscription
9	1114	9157	John P I Dr	FASc	No 7C	686004	India	View Edit Subscription
10	2006	10067	John Britto S Dr	Father Residernce	Tiruchirappalli	620002	India	View Edit Subscription

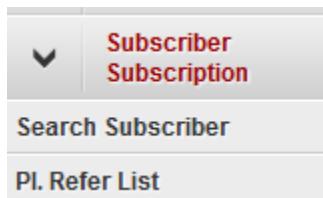
View 1 - 10 of 73

- Click on “Edit” link under the Action column.
- Now the subscriber screen is displayed in edit mode. Make changes to fields are required.
- If the deactivate checkbox is selected the subscriber is marked “inactive” and all his/her subscription will be marked inactive.
- Click on Save to submit the changes
- Click Cancel to revert any changes that were made.

View Subscriber Details

To view detailed information like address, subscriptions, invoices, cheque returns, reminders, missing issue claims and inwards about a subscriber follow the below steps.

- Navigate to subscriber/subscription on the left menu and click on “Search Subscriber”



- Enter any of the search criteria like city, subscriber number, name, email, pin code. More the number of fields are filled better the search results, otherwise a large number of subscribers may get displayed after the search

Search Subscriber

Subscriber No:	<input type="text"/>	Email:	<input type="text"/>
Subscriber Name:	<input type="text"/> john	City:	<input type="text"/>
Department:	<input type="text"/>	Pin Code:	<input type="text"/>
Institute:	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

	Subscriber ID	Subscriber Number	Subscriber Name	Department	City	Pin Code	Country	Action
1	216	8215	John Antony Das G Rev Fr	Ananda College Residence	Devakottai	630303	India	View Edit Subscription
2	419	8439	John S Mr	Trinity Lyceum	Kollam (Quilon)	691013	India	View Edit Subscription
3	491	8512	Johny Koikara Mr	De Pant Residential School	Mysore	571606	India	View Edit Subscription
4	839	8870	Shirley John Mr	007,Raheja Regent	Bengaluru	560005	India	View Edit Subscription
5	886	8919	Suchi Adhish John Dr	6, Wooster Campus	Allahabad	211003	India	View Edit Subscription
6	960	8998	John Daniel Dr	No. 3/351, Booma Devi Street	Chennai	602101	India	View Edit Subscription
7	1078	9120	Saji John K Ms.	w/o K X Francis	Kochi	682304	India	View Edit Subscription
8	1113	9155	Jacob John T Dr	FASc	No. 439	632002	India	View Edit Subscription
9	1114	9157	John P I Dr	FASc	No 7C	686004	India	View Edit Subscription
10	2006	10067	John Britto S Dr	Father Residenc	Tiruchirappalli	620002	India	View Edit Subscription

Page 1 of 8 <> << >> 10 View 1 - 10 of 73

- Click on a row or “view” link

View Subscriber

Subscriber No: <input type="text"/> 8215	Shipping Address: <input type="text"/> Sivagangai District	Invoice Address: <input type="text"/> Ananda College Residence Post Box No.3 Sivagangai District
Subscriber Name: <input type="text"/> John Antony Das G Rev Fr		

Subscriber Details	Inwards	Subscriptions	Invoices	Reminders	Missing Issues	Cheque Return
City: <input type="text"/> Devakottai District: <input type="text"/> Select State: <input type="text"/> Tamil Nadu Country: <input type="text"/> India Pin Code: <input type="text"/> 630303 Subscriber Type: <input type="text"/> Paid Description: <input type="text"/> Indian Personal IP	Creation Date: <input type="text"/> 00/00/0000 Department: <input type="text"/> Ananda College Residence Institution: <input type="text"/> Post Box No.3 Email: <input type="text"/> ananda_college04@yahoo.com Phone: <input type="text"/> Fax: <input type="text"/> Deactivate: <input type="checkbox"/> Deactivation Date: <input type="text"/>					

- Different tabs are displayed for each type of information about the subscriber. Click on any tab to view further details.
- Under the subscriber details tab, click on “Edit” button to modify subscriber address, state, city, country etc.
- Clicking on “Next Subscriber” will display the next subscriber details, this helps to traverse through the subscribers database.

View subscription

All subscription information for a subscriber is available under the subscription tab. To know how to navigate to subscription tab refer to [view subscriber details](#) section

View Subscriber

Subscriber No:	5464	Shipping Address:			Invoice Address:	Kamla Nehru Institute of Technology Sultanpur
Subscriber Name:	Officer-in-Charge, Library					

Subscriptions

	Subscription Id	Inward No	Date	Agent	Discount	Inward Amount	Payments	Total Paid	Subscription Value	Balance	Active	Action
1	+ 43943		30/04/2013		0		0.0		4800	7000	<input checked="" type="checkbox"/>	Edit
2	+ 32219		28/11/2011		0		0.0		700	700.0	<input checked="" type="checkbox"/>	Edit
3	+ 25358		20/12/2010		0		0.0		6000	6000.0	<input checked="" type="checkbox"/>	Edit

Page 1 of 1 | 5 | View 1 - 3 of 3

[Next Subscriber](#)

Edit subscription

Click on “Edit” link on the subscriptions tab as shown above for the edit subscription page to be displayed.

Edit Subscription

Subscription Details

Subscriber No:	5464	Inward Number:	
Subscriber Name:	Officer-in-Charge, Library	Amount Paid:	0.0
Subscription ID:	43943	Subscription Total:	4800
Agent:		Balance:	4800.0

Select Journal

Select Journals	Start Year:	2013	No of years:	1
	Start Month:	Jan	Copies:	1

[Add](#)

ID	Journal Group	Journal Cost (INR)	Start Year	Start Month	End Year	Copies	Total (INR)	Active	Action
1 71131	1-11 All Journals	4800	2013	Jan	2013	1	4800	<input checked="" type="checkbox"/>	Edit

Page 1 of 1 | 10 | [Cancel](#)

- Click on the pencil icon under the action column to edit each journal information (shown below).

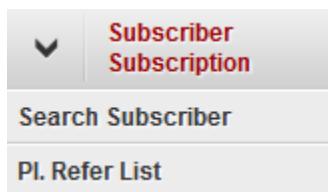
The screenshot shows a software interface for managing subscriptions. At the top, there's a header 'EDIT Subscription'. Below it, the 'Subscription Details' section contains fields for Subscriber No (5464), Subscriber Name (Officer-in-Charge, Library), Subscription ID (43943), Agent (empty), Inward Number (empty), Amount Paid (0.0), Subscription Total (4800), and Balance (4800.0). Below this is a 'Select Journal' section with a dropdown 'Select Journals' and filters for Start Year (2013), Start Month (Jan), No of years (1), and Copies (1). An 'Add' button is present. A modal dialog titled 'Edit Record' is open, containing fields for Start Year (2013), Start Month (Jan), End Year (2013), Copies (1), and Active (checked). At the bottom of the modal are 'Submit' and 'Cancel' buttons. The main area shows a table with columns: Journal Cost (INR), Start Year, Start Month, End Year, Copies, Total (INR), Active, and Action. One row is visible with values: 4800, 2013, Jan, 2013, 1, 4800, checked, and a pencil icon.

- Any changes made on the window gets saved immediately to the database. Please be sure before making any changes here.
- To add a journal that does not already exist, select the journal from the drop down, select start year, start month, number of years and copies. Click on Add. The new journal will get added to the back issue list
- Clicking on Cancel will only navigate away from this page. Any changes that were made will not be cancelled/reverted.

Please Refer List

Please refer list creates invoices for the upcoming year for subscribers having a valid subscription. These invoices can be then sent to the subscriber via email or post. This feature is generally used to remind subscribers to renew their subscription for the upcoming year. To generate this list follow these steps.

- Click on subscriber/subscription on the left menu. Then click on "Pl. Refer list" as shown in the below picture.



- Now select the medium through which the invoice should be sent.

- Email Only: The invoice will be sent to all subscribers that have an email id in the system
- Print Only: The invoice for all subscribers that do not have an email id in the system will be printed.
- Print All: The invoice for all subscribers get printed even though they may have a valid email id.

Please Refer List

Medium	Select	Letter Text
	Select Email Only Print Only Print All	
		<input type="button" value="Generate"/> <input type="button" value="Email / Print"/>

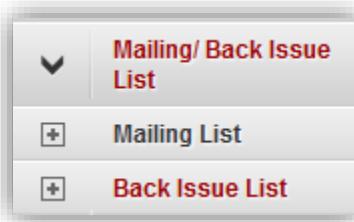
Subscriber ID	Subscriber Number	Invoice Number	Amount	Subscriber Name	Subscription ID	End Year	Email	Status

Page 0 of 10

- Enter any custom text that you wish to convey to the subscribers in the “Letter text” field.
- Click on “Generate”
- The list is now generated for all valid subscribers.
- Click on “Email/Print” to either start sending emails or print each invoice in the list.

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

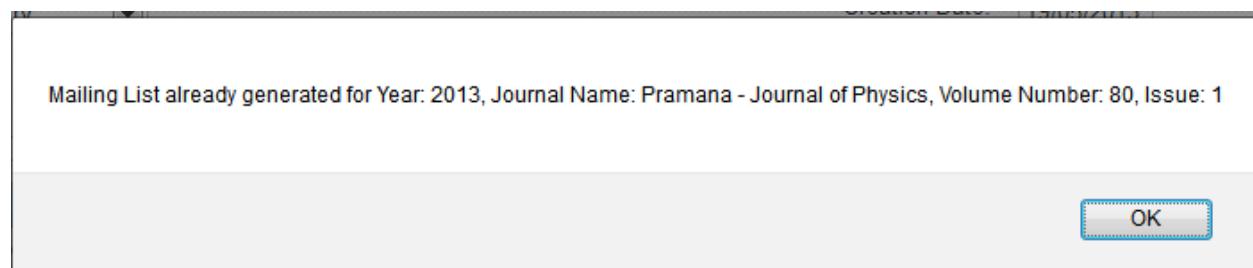
1. Generate and Print Mailing List
2. Display and Reprint Mailing List

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.

The screenshot shows the 'Generate and Print Mailing List' screen. The left sidebar has a tree view with 'Mailing List' selected. A red box highlights the 'Generate/Print Mailing List' link under 'Mailing List'. A red arrow points from this link to the 'Generate and Print Mailing List' button at the top of the main form. The main form has fields for Journal Name (Pramana - Journal of Physics), Year (2013), Month (January), Volume Number (80), Issue (1), and Creation Date (19/05/2013). Below these are buttons for 'Check' (highlighted with a red box) and 'Generate Mailing List'. The 'Mailing List Table' below is currently empty. At the bottom are buttons for 'Print option' (set to India 1 Copy), 'Print Label', 'Print Sticker', and 'Reset'.

- 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.

Generate and Print Mailing List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Volume Number:	80
Year:	2013	Issue:	1
Month:	January	Creation Date:	19/05/2013

Mailing List Table

Journal Code	Sub. Type	Subscriber Number	Subscriber Name	City	State	Country	PIN code	Copies	Volume	Issue	Month	Year
No Mailing List Found or Generated												

No Header Periodicals

Print option India 1 Copy

Check **Generate Mailing List** **Print Label** **Print Sticker** **Reset**

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

Generate and Print Mailing List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Volume Number:	80
Year:	2013	Issue:	1
Month:	January	Creation Date:	19/05/2013

Mailing List Table

Journal Code	Sub. Type	Subscriber Number	Subscriber Name	City	State	Country	PIN code	Copies	Volume	Issue	Month	Year	
1	P	IP	13890	Latkar Hrishikesh Chandrashekhar	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 Sharma, Librarian	Raipur	Chhattisgarh	India	492010	1	80	1	1	2013
10	P	II	37074	Director-In-Charge	Thiruvananthapuram	Kerala	India	695033	1	80	1	1	2013

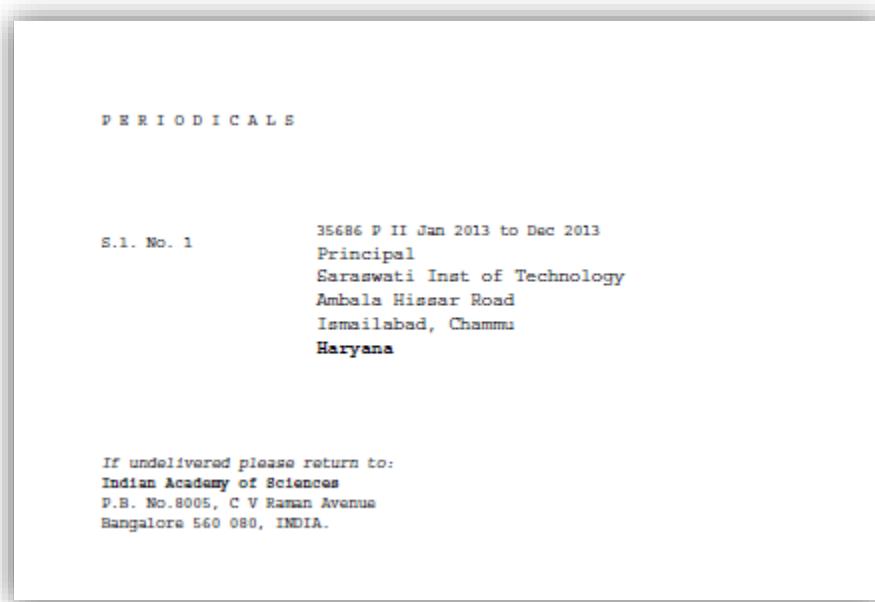
No Header Periodicals

Print option India 1 Copy

Check **Generate Mailing List** **Print Label** **Print Sticker** **Reset**

- Before printing select the ‘No Header’ Checkbox if Header is not required in Label.

- Check the periodical checkbox if the string ‘PERIODICAL’ 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.



7922 P IC Principal Bhutta Polytechnic College Bhutta Punjab	35686 P II Principal Saraswati Inst of Technology Ambala Hissar Road Ismailabad, Chammu Haryana
13E-S-01416 P EI The Librarian Raman Research Institute	38269 P II Librarian Attn Amity University Madhya Pradesh Near Airport, Mahrajpur Gwalior 474 005 REGD POST
2708 P IC Principal PSB Govt College Shahpura Rajasthan	13E-S-01419 P EI Office of the Registrar of News Papers for India Vandhana Building 11, Tolstoy Marg New Delhi 110001 Delhi
13E-S-00034 P FELJM Dr R Chidambaram Principal Scientific Adviser to the Government of India 318, Vigyan Bhavan Annexe Maulana Azad Road New Delhi 110001 Delhi	13E-S-01428 P EI Director (EXCHANGE) United States Library of Congress American Center 24, Kasturba Gandhi Marg New Delhi 110001 Delhi

- Reset button to be used to reset the content of the screen.
- It is possible to search with in the mailing list on all the selection parameters of the table.

Mailing List Table									
Search...									
		State	Country	PIN code	Copies	Volume	Issue	Month	Year
Journal Code	equal								
Journal Code		Jur	Maharashtra	India	416013	1	80	1	1
Sub Type		i	Gujarat	India	394601	1	80	1	1
Subscriber Number		di	Tamil Nadu	India	630003	1	80	1	2013
Subscriber Name		h	Odisha	India	758023	1	80	1	2013
City		IC	Gadag	Karnataka	582101	1	80	1	2013
State		35803	Principal	India					
Country		IC	3219	Librarian	Kolkata	700028	1	80	1
PIN code		IC	35818	Principal	Challakere	577522	1	80	1
Copies		IC	5167	Principal	Erode	638316	1	80	1
Volume		II	5883	Dr Pravin Shar	Raipur	492010	1	80	1
Issue		II	37074	Director-In-Ch	Thiruvananth	695033	1	80	1
Month									2013
Year									

Display and Print 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.

eVitaran
Welcome JDS !!! Logout

View and Print Mailing List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Volume Number:	80
Year:	2013	Issue:	3
Month:	January	Regeneration Date:	19/05/2013

Check **View Mailing List**

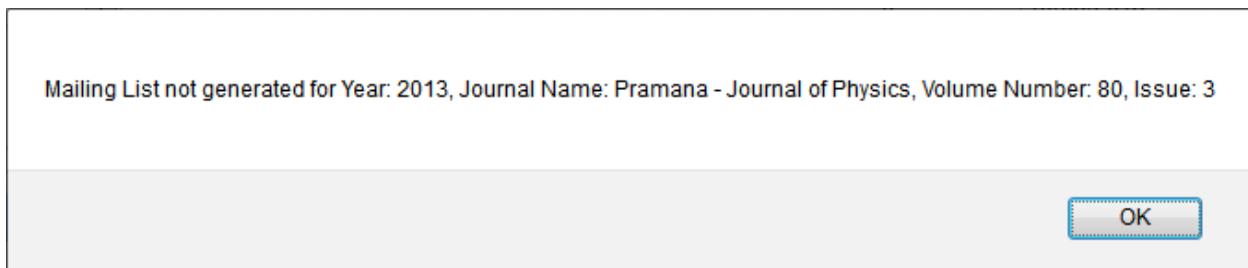
Mailing List Table

Journal Code	Sub. Type	Subscriber Num	Subscriber Nam	City	State	Country	PIN code	Copies	Volume	Issue	Month	Year
No Mailing List Found or Generated												

No Header Periodicals

Print option India 1 Copy

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



- If mailing list is already generated then the 'View Mailing List' button will be enabled.

View and Print Mailing List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Volume Number:	80
Year:	2013	Issue:	1
Month:	January	Regeneration Date:	19/05/2013

Mailing List Table

Journal Code	Sub. Type	Subscriber Num	Subscriber Nam	City	State	Country	PIN code	Copies	Volume	Issue	Month	Year

Page 1 of 0 | 15 | No Mailing List Found or Generated

No Header Periodicals

Print option India 1 Copy

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

View and Print Mailing List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Volume Number:	80
Year:	2013	Issue:	1
Month:	January	Regeneration Date:	19/05/2013

Mailing List Table

Journal Code	Sub. Type	Subscriber Num	Subscriber Nam	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	Cadag	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	Thiruvananth	Kerala	India	695033	1	80	1	1	2013

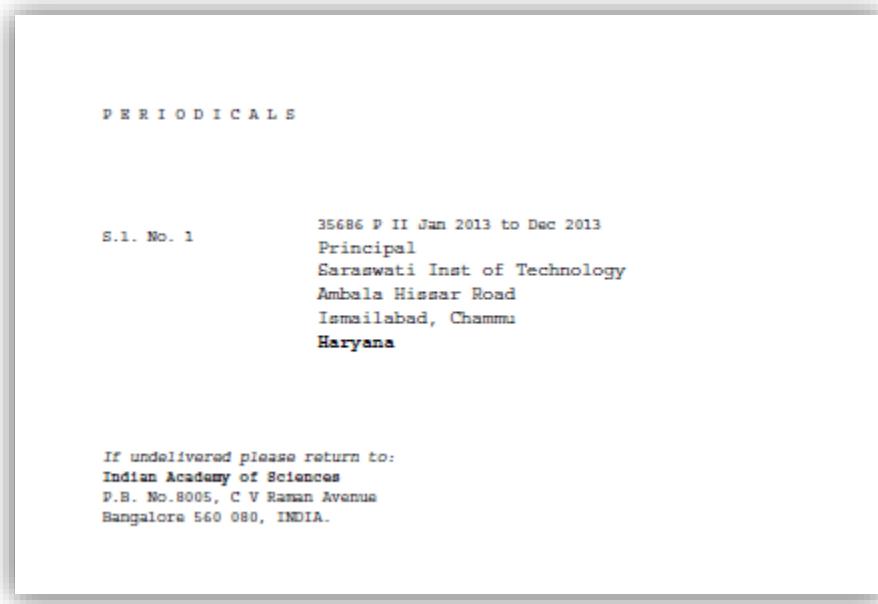
Page 1 of 126 | 15 | View 1 - 15 of 1 890

No Header Periodicals

Print option India 1 Copy

- Before printing select the 'No Header' Checkbox if Header is not required in Label.
- Check the periodical checkbox if the string 'PERIODICAL' 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.



7922 P IC Principal Bhutta Polytechnic College Bhutta Punjab	35686 P II Principal Saraswati Inst of Technology Ambala Hissar Road Ismailabad, Chammu Haryana
13E-S-01416 P EI The Librarian Raman Research Institute	38269 P II Librarian Attn Amity University Madhya Pradesh Near Airport Mahajipur Gwalior 474 005 REGD POST
2708 P IC Principal PSB Govt College Shahpura Rajasthan	13E-S-01419 P EI Office of the Registrar of News Papers for India Vandhana Building 11, Tolstoy Marg New Delhi 110001 Delhi
13E-S-00034 P FHLJM Dr R Chidambaram Principal Scientific Adviser to the Government of India 318, Vigyan Bhavan Annex Maulana Azad Road New Delhi 110001 Delhi	13E-S-01428 P EI Director (EXCHANGE) United States Library of Congress American Center 24, Kasturba Gandhi Marg New Delhi 110001 Delhi

- Reset button to be used to reset the content of the screen.
- It is possible to search with in the mailing list on all the selection parameters of the table.

Mailing List Table											
			State	Country	PIN code	Copies	Volume	Issue	Month	Year	
Journal Code	Journal Code	equal	Maharashtra	India	416013	1	80	1	1	2013	
Sub. Type			Gujarat	India	394601	1	80	1	1	2013	
Subscriber Number			Tamil Nadu	India	630003	1	80	1	1	2013	
Subscriber Name			Odisha	India	758023	1	80	1	1	2013	
City	IC	5903	Principal	Gauag	Karnataka	India	582101	1	80	1	2013
State	IC	3219	Librarian	Kolkata	West Bengal	India	700028	1	80	1	2013
Country	IC	35818	Principal	Challakere	Karnataka	India	577522	1	80	1	2013
PIN code	IC	5167	Principal	Erode	Tamil Nadu	India	638316	1	80	1	2013
Copies	II	5883	Dr Pravin Shar	Raipur	Chhattisgarh	India	492010	1	80	1	2013
Volume	II	32074	Director-In-Ch	Thiruvananth	Kerala	India	695033	1	80	1	2013
Issue					!!!						
Month											
Year											

Page 1 of 126 >> 15 View 1 - 15 of 1 890

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	<input type="button" value="Select"/>	Date Range: <input type="text"/> to <input type="text"/>
<input type="button" value="Select"/>		
Creation Date: <input type="text" value="13E-S-02203"/>		
<input style="border: 1px solid red; background-color: #e6f2ff; padding: 5px; width: 100px; height: 30px; border-radius: 5px; font-weight: bold; color: black; font-size: 10px; margin-top: 10px;" type="button" value="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

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	13E-S-02203	<input type="button" value="▼"/>	Date Range:	<input type="text"/>	to	<input type="text"/>
Creation Date: 19/05/2013						
<input type="button" value="Generate"/>						

Mailing List Table

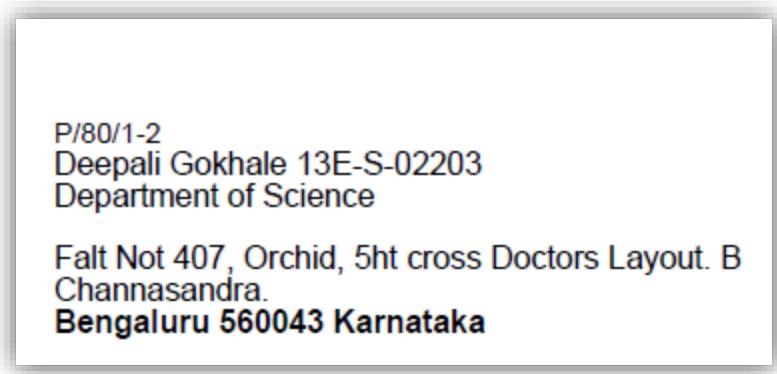
	Journal Code	Sub. Type	Subscriber Nu	Subscriber Na	City	State	Country	PIN code	Copies	Volume	Issue	Year	Bil Date	Page Size
1	P	IN	13E-S-02203	Deepali Gokhale	Bengaluru	Karnataka	India	560043	1	80	1	2013	2013-05-19	A4
2	P	IN	13E-S-02203	Deepali Gokhale	Bengaluru	Karnataka	India	560043	1	80	2	2013	2013-05-19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

Page 1 of 1 | 15 | View 1 - 2 of 2

Periodicals

 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.

Display 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.

Welcome JDS !!! Logout

View and Print Back Issue List

Selection Criteria

Subscriber Number: Date Range: to
 Creation Date: 19/05/2013

Mailing List Table

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

Page: 0 of 15

Periodicals Generate separate label for latest issue of P, JAA, Curr

- Enter Subscriber Number or Date Range for which back issue list is to be reprinted.
- Press button 'Search' to load the back issue list.

View and Print Back Issue List

Selection Criteria

Subscriber Number: Date Range: 19/05/2013 to 19/05/2013
 Creation Date: 19/05/2013

Mailing List Table

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

Page: 1 of 1 View 1 - 2 of 2

Periodicals 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.

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

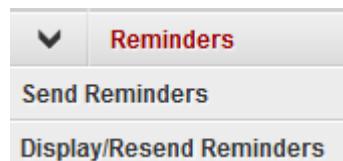
- Use checkbox 'Generate separate label for latest issue of P, JAA, CURR' for generating separate label for Pramana, Journal of Astronomy and Astrophysics and Current Science.

Reminders

The purpose of reminders is to remind the defaulter subscribers about the pending payment for ongoing subscription cycle. The reminders are of three types

- Type 1 Reminder – Gentle Reminder: This reminder type intimates the subscriber about the pending payment and requesting them to make payment.
- Type 2 Reminder – Strong Reminder: This reminder type is to re-remind with a bit stronger words to make the pending payment.
- Type 3 Reminder – Harsh Reminder: This reminder type goes as warning for subscriber that if you don't make payment, subscription will be stopped.

Following section covers the details about the sending the resending of reminders.

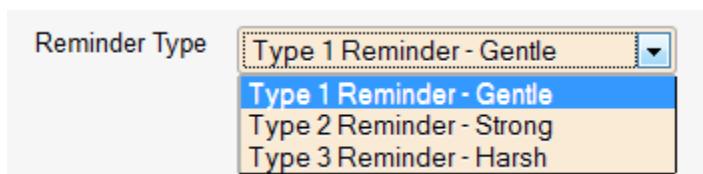


Send Reminders

- Use menu option send Reminders to open 'Send Reminder ' page.

The screenshot shows the 'Reminders' section of the eVitaran software. On the left, there's a sidebar with various links like Home, Inward, Subscriber Subscription, Mailing/ Back Issue List, Reminders (which is expanded), Send Reminders, Display/Resend Reminders, Reports, Master Data, Send Bulk Emails, Templates, and Help. The 'Send Reminders' link is highlighted with a red box and has a red arrow pointing to it. The main panel has a title 'Generate and Send Reminders' and a sub-section 'Selection Criteria - Reminders'. It shows a 'Reminder Type' dropdown set to 'Type 1 Reminder - Gentle', a 'Reminder Date' field with the value '19/05/2013', and a 'Generate' button. Below this is a 'Result' table with columns: Subscription Id, Subscriber Type, Subscriber Number, Subscriber Name, Balance, reminder Type, Reminder date, and Email. The table is currently empty. At the bottom, there are buttons for 'Medium' (with a dropdown menu for Email Only, Print Only, and Print All), 'Send/ Print Reminder', and 'Reset'.

- Here select from the dropdown the type of reminder to be sent.



- After selecting the type of reminder click on 'Generate' to generate the reminders.
- On generating reminder s will be generated but will not be sent to the recipients.

The screenshot shows the 'Generate and Send Reminders' screen after generating reminders. The 'Generate' button is highlighted with a red box. The 'Email Only' option in the 'Medium' dropdown is also highlighted with a red box. The main panel displays a table of generated reminders with columns: Subscription Id, Subscriber Type, Subscriber Number, Subscriber Name, Balance, reminder Type, Reminder date, and Email. The table contains 15 rows of data. At the bottom, there are buttons for 'Medium' (with a dropdown menu for Email Only, Print Only, and Print All), 'Send/ Print Reminder', and 'Reset'.

- Select the option of medium from medium drop down. In case of ‘Email Only’, reminders will be send to user with email via mail . In case of ‘Print Only’, reminders will be send to user with no email id via print. In case of ‘Print All’, reminders will be send to all users via print medium.
- The pdf content will be following format.

	<p>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.emet.in Website: http://www.ias.ac.in/</p>	
Date: 23/05/2013		
<p>SUB.NO. 6631</p> <p><u>Invoice ADDRESS</u></p> <p>Principal (Attn: Library) Guru Nanak College of Science Railway Station - Balharshah District Chandrapur Ballarpur 442701</p>	<p>DATE: 23 May 2013</p> <p><u>Shipping ADDRESS</u></p> <p>Principal (Attn: Library) Guru Nanak College of Science Railway Station - Balharshah District Chandrapur Ballarpur 442701</p>	
<p>Sub:- Settlement of our Proforma Invoice No. 4943 dated 2010-07-27 for Rs. 4200.0 towards subscription of</p> <p>Pramana - Journal of Physics (1 YEAR) for the year(s) 2011 Journal of Astrophysics and Astronomy (1 YEAR) for the year(s) 2011 Proceedings (Mathematical Sciences) (1 YEAR) for the year(s) 2011 Journal of Earth System Science (formerly Proc. Earth Planet Sci.) (1 YEAR) for the year(s) 2011 Journal of Chemical Sciences (formerly Proc. Chemical Sci.) (1 YEAR) for the year(s) 2011 Bulletin of Materials Science (1 YEAR) for the year(s) 2011 Sadhana (Engineering Sciences) (1 YEAR) for the year(s) 2011 Journal of Biosciences (1 YEAR) for the year(s) 2011 Journal of Genetics (1 YEAR) for the year(s) 2011 Resonance - Journal of Science Education (1 YEAR) for the year(s) 2011 Current Science (1 YEAR) for the year(s) 2011</p>		
<p>Ref:- Your Order No. dated</p> <p>Dear Subscriber, Please refer to our Invoice towards the supply of the journals mentioned above. We are sorry that in spite of repeated reminders our bill remains unpaid till now. However, we have mailed all the issues AS ON DATE in anticipation of payment. We solicit your kind co-operation in settlement of out bill immediately. Thanking you, Yours Sincerely,</p> <p>For Circulation Department. EMail:orders@ias.emet.in</p> <hr style="border-top: 1px dashed #000; margin-top: 10px;"/>		
<p>This page is printed from e-Vitanan</p>		

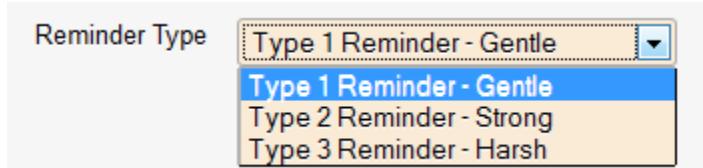
- The content will vary based on type of reminders

Display and Resend Reminders

- Use menu option Display/Resend Reminders to open ‘Display and Send Reminder’ page.

The screenshot shows the eVitaran software interface. In the top right corner, there is a logo and the text "Welcome JDS !!! Logout". On the left, a vertical sidebar lists various menu items under "Reminders", with "Display/Resend Reminders" highlighted and a red arrow pointing to it. The main content area has a title "Display and Resend Reminders" and a sub-section "Selection Criteria - Reminders". It includes a dropdown for "Reminder Type" set to "Type 1 Reminder - Gentle", input fields for "Reminder Date" (with "to" field empty), and a "Display" button. Below this is a table with columns: Sub, Subscriber Type, Subscriber Number, Subscriber Name, Balance, reminder Type, Reminder date, and Email. At the bottom of the page are buttons for "Medium", "Email Only", "Send/ Print Reminder", and "Reset".

- The purpose of this is to reprint or send emails to subscribers, if these are not sent earlier while generating the reminder list.
- Here select from the dropdown the type of reminder to be sent and the date range in which the reminders were generated.



- After selecting the type of reminder click on ‘Display’ to load the generated reminders.

Display and Resend Reminders

Selection Criteria - Reminders

Reminder Type: Type 1 Reminder- Gentle

Reminder Date: 17/05/2013 to 20/05/2013

Display

Sub	Subscriber Type	Subscriber Number	Subscriber Name	Balance	reminder Type	Reminder date	Email	
1	2345	IC	6631	Principal (Attn: Library)	4200.0	1	2013-05-19	principalgnc@yahoo.co.in
2	2417	IC	4308	Director	400.0	1	2013-05-19	bgimt1990@rediffmail.com
3	2462	IC	5929	Principal	4200.0	1	2013-05-19	
4	2513	II	2854	Scientist-in-Charge	400.0	1	2013-05-19	
5	2515	II	37346	Librarian	4750.0	1	2013-05-19	
6	2536	IC	7353	Dean	1300.0	1	2013-05-19	
7	2576	II	6090	Director-in-Charge	3400.0	1	2013-05-19	
8	2605	II	6857	Librarian	4950.0	1	2013-05-19	
9	2689	IC	3021	Principal	1000.0	1	2013-05-19	
10	2695	IC	7326	Principal	2450.0	1	2013-05-19	mothercr@yahoo.co.in
11	2700	IC	2207	The Principal	2200.0	1	2013-05-19	

Page 1 of 10 | 15

View 1 - 15 of 138

Medium: Email Only

Send/ Print Reminder

Reset

- Select the option of medium from medium drop down. In case of 'Email Only', reminders will be send to user with email via mail . In case of 'Print Only', reminders will be send to user with no email id via print. In case of 'Print All', reminders will be send to all users via print medium.
- The pdf content will be following format.



Indian Academy of Sciences

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Phone: +91-80-2266 1209, FAX: +91-80-2361 6094

E-mail: orders@ias.ernet.in Website: <http://www.ias.ac.in/>

Date: 23/05/2013

SUB.NO. 6631

DATE: 23 May 2013

Invoice ADDRESS

Shipping ADDRESS

Principal (Attn: Library)
Guru Nanak College of Science
Railway Station - Balharshah
District Chandrapur
Ballarpur
442701

Principal (Attn: Library)
Guru Nanak College of Science
Railway Station - Balharshah
District Chandrapur
Ballarpur
442701

Sub:- Settlement of our Proforma Invoice No. 4943 dated 2010-07-27 for Rs. 4200.0 towards subscription of

Pramana - Journal of Physics (1 YEAR) for the year(s) 2011
Journal of Astrophysics and Astronomy (1 YEAR) for the year(s) 2011
Proceedings (Mathematical Sciences) (1 YEAR) for the year(s) 2011
Journal of Earth System Science (formerly Proc. Earth Planet Sci.) (1 YEAR) for the year(s) 2011
Journal of Chemical Sciences (formerly Proc. Chemical Sci.) (1 YEAR) for the year(s) 2011
Bulletin of Materials Science (1 YEAR) for the year(s) 2011
Sadhana (Engineering Sciences) (1 YEAR) for the year(s) 2011
Journal of Biosciences (1 YEAR) for the year(s) 2011
Journal of Genetics (1 YEAR) for the year(s) 2011
Resonance - Journal of Science Education (1 YEAR) for the year(s) 2011
Current Science (1 YEAR) for the year(s) 2011

Ref.- Your Order No. dated

Dear Subscriber,

Please refer to our invoice towards the supply of the journals mentioned above. We are sorry that in spite of repeated reminders our bill remains unpaid till now. However, we have mailed all the issues AS ON DATE in anticipation of payment.

We solicit your kind co-operation in settlement of our bill immediately.

Thanking you,

Yours Sincerely,

For Circulation Department.

EMail:orders@ias.ernet.in

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- The content will vary based on type of reminders

Process Flow

New Subscription

Create Subscriber

The create subscriber screen is displayed when a new subscriber is registered in the system and the inward type is selected as “New subscription” or “Request for Invoice” and the subscriber id is left blank. All fields on this screen which are also present in the inward are populated with data that was entered in the inward. For e.g. City, State, Country, Email. The subscriber number field is read only and need not be filled by the user; a unique system generated id is used as subscriber number.

The screenshot shows the 'Create Subscriber' form. It includes fields for basic subscriber information like name and address, and more detailed information like department and institution. There are dropdown menus for location details like city, district, state, and country. The 'Save' button is highlighted in blue, indicating it's the active or next step. Other buttons include 'Edit' and 'Cancel'.

Renew Subscription

Create subscription

A Subscription can be created only by processing an inward of type Renew subscription/New subscription. To add a subscription follow the below steps.

- Create an inward with purpose Renew subscription, New subscription or Request for Invoice
- Navigate to Inward->Pending Inwards from the left menu
- Select the inward that for which a subscription needs to be created and click “Next”.
- If a subscriber is already selected (though for new subscription the subscriber should not exist) the create subscription will be directly displayed, else the create subscriber screen is displayed. Refer to [Create subscriber](#) section for further details.

Add New Subscription

Subscription Details

Subscriber No:	13E-S-02203	Inward Amount:	0.0
Subscriber Name:	John (II)	Agent:	
Inward Number:	13E-02162	Balance:	

Select Journal

Select Journals

Check all Uncheck all

- Pramana - Journal of Physics
- Journal of Astrophysics and Astronomy
- Proceedings (Mathematical Sciences)
- Journal of Earth System Science (formerly Proc. Earth Planet Sci.)
- Journal of Chemical Sciences (formerly Proc. Chemical Sci.)
- Bulletin of Materials Science
- Sadhana (Engineering Sciences)
- Journal of Biosciences
- Journal of Genetics
- Resonanace - Journal of Science Education
- Current Science

Start Year: No of years:

Start Month: Copies:

Year	Start Month	End Year	Copies	Total (INR)	Delete

Discount(%): Subscription Total(INR):

- From the “Select Journals” drop down select the journals the subscriber wishes to subscribe. Multiple journals can be selected at the same time by selecting the check box next to the journal name
- Select the start year, start month, number of years and copies
- Click on “Add”.
- If the subscriber has requested for multiple journals each having different number of copies or different start year then each such journal should be added individually
- Any discounts that are applicable for the subscriber are displayed at the bottom of the table
- The total subscription value (sum of all journal prices) is displayed at the bottom
- The balance and any amount already paid, agent name is displayed on top right side of the page
- Click on “Save” to create the subscription. If the balance is not zero then an invoice is created and displayed on saving. The invoice can be printed or emailed immediately. The invoice is also present under the invoices tab. To know how to navigate to invoice tab refer to section [view subscriber details](#)
- In case of the subscription already available for the period, warning message will be shown. If the user press ‘continue’ then the subscription with same period for the subscriber will be saved. If the user press cancel then it will not save the subscription.

Address Change

Address change workflow starts with creation of an inward. The “purpose” of the inward is set to “Address Change”. The subscriber whose address has to be changed is selected using the “Search Subscriber” functionality and the inward is saved on clicking of “Save” button.

Create Inward

Subscriber No: 13E-S-02203	<input type="button" value="Search Subscriber"/>	<input type="button" value="Reset"/>	Inward Number:
From: Alok Modak	Date: 23/05/2013		
Country: India	Agent:		
State: Select	Purpose: Address Change		
District:	Department:		
City: Bengaluru	Institution:		
PIN Code:	Email:		
Payment Mode: Select	Receipt Number:		
Bank Name:	Cheque Return: <input checked="" type="checkbox"/>		
Cheque/DD No:	Reason For Return:		
Cheque Date:	Return Date:		
Amount:	Ack Date:		
Currency: INR	Remarks:		
Letter No:	Language: English		
Letter Date:			
<input type="button" value="Save"/>			

Next step is to select the correct from the “Pending Inwards” screen. The purpose will be shown as “Address Change” in the purpose column.

Pending Inwards

Purpose:	All								
Inward No	Subscriber I	Agent	From	Received Date	City	Cheque#	Amount	Purpose	Action
1	13E-0216213E-S-02203	Alok Modak		23/05/2013	Bengaluru	000000	0.0	Address Change	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Clicking on the “Next” button will take you to the user to the “Edit Subscriber” screen. The information about the subscriber can be edited here and clicking on the “Save” button will save the new information.

Edit Subscriber

Subscriber

Subscriber No:	13E-S-02203	Creation Date:	23/05/2013
Subscriber Name:	Alok Modak	Department:	
Shipping Address:	#20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra Bengaluru	Institution:	
Invoice Address:	<input type="checkbox"/> Same as Shipping Address #20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra Bengaluru	Email:	
City:	Bengaluru	Phone:	
District:	Select	Fax:	
State:	Karnataka	Deactivate:	<input type="checkbox"/>
Country:	India	Deactivation Date:	
Pin Code:			
Subscriber Type:	Paid		
Description:	Indian Personal		
Subscriber Code:	IP		
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; margin-right: 10px;" type="button" value="Save"/> <input type="button" value="Cancel"/>			

Request for Invoice

The request for invoice workflow starts with creation of the inward, the purpose of the inward is set to “Request for Invoice” as shown in the figure below. The fields marked in “RED” are mandatory and once they are selected, the user should click on the “Save” button.

Create Inward

Subscriber No:	<input type="text"/>	<input type="button" value="Search Subscriber"/>	<input type="button" value="Reset"/>	Inward Number:	<input type="text"/>
From:	Alok Modak	Date:	23/05/2013	Agent:	
Country:	India	Purpose:	Request For Invoice	Department:	
State:	Select	Institution:		Email:	
District:					
City:	Bengaluru				
PIN Code:					
Payment Mode:	Select	Receipt Number:	<input type="text"/>	Cheque Return:	<input type="checkbox"/>
Bank Name:		Reason For Return:	<input type="text"/>	Return Date:	<input type="text"/>
Cheque/DD No:		Ack Date:	<input type="text"/>	Remarks:	<input type="text"/>
Cheque Date:		Language:	English		
Amount:					
Currency:	INR				
Letter No:					
Letter Date:					
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Save"/>					

If the request for invoice has been sent by an existing subscriber, then the subscriber can be searched using the “Search Subscriber” button.

view inward

Subscriber No:	<input type="text"/>	<input type="button" value="Search Subscriber"/>	<input type="button" value="Reset"/>	Inward Number:	<input type="text" value="13E-02161"/>
From:	<input type="text" value="Alok Modak"/>			Date:	<input type="text" value="23/05/2013"/>
Country:	<input type="text" value="India"/>			Agent:	<input type="text"/>
State:	<input type="text" value="Select"/>			Purpose:	<input type="text" value="Request For Invoice"/>
District:	<input type="text"/>			Department:	<input type="text"/>
City:	<input type="text" value="Bengaluru"/>			Institution:	<input type="text"/>
PIN Code:	<input type="text"/>			Email:	<input type="text"/>
Payment Mode:			<input type="text" value="Select"/>	Receipt Number:	<input type="text"/>
Bank Name:			<input type="text"/>	Cheque Return:	<input type="checkbox"/>
Cheque/DD No:			<input type="text"/>	Reason For Return:	<input type="text"/>
Cheque Date:			<input type="text"/>	Return Date:	<input type="text"/>
Amount:			<input type="text"/>	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"/>		
<input type="button" value="New Inward"/> <input type="button" value="Edit Inward"/> <input type="button" value="Send Acknowledgement"/> <input type="button" value="Send Return"/>					

Once the inward is saved an acknowledgement can be sent to the user.

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 Phone: +91-80-2266 1209, FAX: +91-80-2361 6094
 E-mail: orders@ias.ernet.in Website: <http://www.ias.ac.in/>

Date: 23/05/2013

Subject: Regarding subscription of the Journals

Your letter no: Dated:

Dear Sir/Madam,

This is to acknowledge your request for 'Request For Invoice'. The Invoice will be sent shortly.

Custom Text:

If emailID is present in the inward, then the “Email” button will be enabled and an acknowledgement of the request for invoice can be sent to the subscriber. The acknowledgement can also be printed using the “Print” button. Pressing of the “Print” button the acknowledgement will open in a new browser window. The output is in pdf (Portable Document Format).

Note: There is facility to enter custom text in the acknowledgement if additional information has to be communicated to the subscriber.



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E-mail: orders@ias.ernet.in Website: <http://www.ias.ac.in/>

Date: 23/05/2013

Dear Sir/Madam,

Subject: Acknowledgement of your request

This is to acknowledge your request for 'Request For Invoice'. The Invoice will be sent shortly.

Inward No: 13E-02161

For Circulation Department
(Indian Academy of Sciences)

The inward created now needs to be processed. The list of inwards pending to be processed can be found in the "Pending Inwards" screen. The purpose will be marked as "Request for invoice". Select the correct inward to be processed and then press on "Next".

Pending Inwards

Inward No	Subscriber I	Agent	From	Received Date	City	Cheque#	Amount	Purpose	Action
1	13E-02161		Alok Modak	23/05/2013	Bengaluru	000000	0.0	Request For Invoice	

Page 1 of 1 View 1 - 1 of 1

Next

Note: Request for invoice workflow will lead to creation of a new subscriber if the subscriber is not present. If the subscriber is present then it will directly lead to creation of the subscription information.

Once the mandatory information (marked in RED) is entered the subscriber details should be saved by clicking on the “SAVE” button.

Create Subscriber

Subscriber

Subscriber No:	<input type="text"/>	Creation Date:	<input type="text" value="23/05/2013"/>
Subscriber Name:	<input type="text" value="Alok Modak"/>	Department:	<input type="text"/>
Shipping Address:	<input type="text" value="#20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra"/>	Institution:	<input type="text"/>
Invoice Address:	<input checked="" type="checkbox"/> Same as Shipping Address <input type="text" value="#20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra"/>	Email:	<input type="text"/>
City:	<input type="text" value="Bengaluru"/>	Phone:	<input type="text"/>
District:	<input type="text" value="Select"/>	Fax:	<input type="text"/>
State:	<input type="text" value="Karnataka"/>	Deactivate:	<input type="checkbox"/>
Country:	<input type="text" value="India"/>	Deactivation Date:	<input type="text"/>
Pin Code:	<input type="text"/>		
Subscriber Type:	<input type="text" value="Paid"/>		
Description:	<input type="text" value="Indian Personal"/>		
Subscriber Code:	IP		

On saving the subscriber details, it will lead the user to the subscription creation page. The user can select the journals as requested by the subscriber and the subscription should be saved by clicking on the “SAVE” button.

Note: This screen also shows the balance information.

Note: If a subscription is incorrectly entered, then the subscription can be deleted by clicking on the “-“ sign in the “Delete” column.

Add New Subscription

Subscription Details

Subscriber No:	13E-S-02203	Inward Amount:	0.0
Subscriber Name:	Alok Modak (IP)	Agent:	
Inward Number:	13E-02161	Balance:	1100

Select Journal

Journal of Astrophysics and Astronomy	Start Year:	2013	No of years:	2
	Start Month:	Jan	Copies:	1

Add **Delete All**

	Journal Group	Journal Cost (INR)	Start Year	Start Month	End Year	Copies	Total (INR)	Delete
1	Pramana - Journal of Physics	700	2013	Jan	2014	1	700	
2	Journal of Astrophysics and Astronomy	400	2013	Jan	2014	1	400	

Discount(%): 0 Subscription Total(INR): 1100

Save

Clicking the “SAVE” button will lead the user to the invoice page. The list of journals selected and the balance information is displayed on the screen.

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 E-mail: orders@ias.ernet.in Website: http://www.ias.ac.in/
 Date: 23/05/2013

Sub. No: 13E-S-02203	INVOICE	Invoice No: 13E-I-00001																
INVOICE ADDRESS		SHIPPING ADDRESS																
Alok Modak #20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra Bengaluru Karnataka		Alok Modak 58 #20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra Bengaluru India																
<table border="1"> <thead> <tr> <th>Journal Name</th> <th>Copies</th> <th>No. of Years</th> <th>Rs.</th> </tr> </thead> <tbody> <tr> <td>Pramana - Journal of Physics</td> <td>1</td> <td>2</td> <td>700</td> </tr> <tr> <td>Journal of Astrophysics and Astronomy</td> <td>1</td> <td>2</td> <td>400</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>1100</td> </tr> </tbody> </table>			Journal Name	Copies	No. of Years	Rs.	Pramana - Journal of Physics	1	2	700	Journal of Astrophysics and Astronomy	1	2	400			Total	1100
Journal Name	Copies	No. of Years	Rs.															
Pramana - Journal of Physics	1	2	700															
Journal of Astrophysics and Astronomy	1	2	400															
		Total	1100															
Ref: Your Order No. Dated																		
INDIAN RS: ONE THOUSAND ONE HUNDRED																		
For Circulation Department (Indian Academy of Sciences)																		

Print **Email**

Clicking on “Print” will open the invoice in a new screen and the document will be displayed in a pdf (Portable document format). If emailID is provided while creating the subscriber, then the “Email” button will be enabled and the invoice can be emailed to the subscriber. The invoice in form of a pdf is sent to the subscriber.



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Phone: +91-80-2266 1209, FAX: +91-80-2361 6094
E-mail: orders@ias.ernet.in Website: <http://www.ias.ac.in/>

Date: 23/05/2013

INVOICE

Sub No: 13E-S-02203

Invoice No: 13E-I-00001

INVOICE ADDRESS

Alok Modak
#20, Jaya Opal, 3rd Cross, Doctors Layout, B. Channasandra
Bengaluru
Karnataka

SHIPPING ADDRESS

Alok Modak
#20, Jaya Opal, 3rd Cross, Doctors
Layout, B. Channasandra
Bengaluru
Karnataka

Journal Name	Copies	No. of Years	Rs.
Pramana - Journal of Physics	1	2	700
Journal of Astrophysics and Astronomy	1	2	400
Total			1100

Ref: Your Order No: Dated

INDIAN RS. ONE THOUSAND ONE HUNDRED

Payment

If a subscription is created with a non-zero balance an invoice is generated automatically by the system. To view the list of invoices for a subscriber refer [view subscriber details](#).

[The subscriber on receiving the invoice may wish to send a payment via cheque/demand draft/bank transfer or money order. To add a payment to an existing invoice follow these steps:](#)

- Create an inward purpose “Payment” and fill in all the mandatory fields that are marked in red. Payment information like cheque number, date and amount are mandatory fields for payment inward. Enter the subscriber number if known. Save the inward.

Purpose:	Renew Subscription
Department:	Select New Subscription Renew Subscription
Institution:	Payment
Email:	Request For Invoice Missing Issue Reprint Advertisement Manuscript Others Address Change
Receipt Number:	
Cheque Return:	

- Navigate to pending inwards and select this inward, press “Next”. The payment screen as shown below will be displayed. If the subscriber number fields is blank you will be prompted to select an existing subscriber.

Payment

Subscriber No:	5464	Subscriber Type:	II	Inward Number:	13E-02163
Subscriber Name:	Officer-in-Charge, Library			Inward Amount:	1000.0

	Invoice No	Invoice Date	Invoice Amount	Amount Paid	Payment	Balance	Remarks	Subscription ID
1	1211	30/04/2013	7000.0	0.0		7000.0		43943

Page 1 of 1 5

View 1 - 1 of 1

- Click on the red text box under the payment column. Now enter the amount you wish to pay towards the invoice. Now press enter again. The amount entered cannot exceed the inward amount as shown on top of the page. The user has an option to split the inward amount among multiple invoices and again the sum of all these payments cannot exceed the inward amount.
- No payments can be made against invoices which has a zero balance.
- If the entire balance amount is paid the payment is marked as “Full Payment” else “Partial Payment”
- All payments are considered in INR.
- Click on “Save” when all payments are added. A confirmation message as shown below is displayed.

Payment

Subscriber No:	5464	Subscriber Type:	II
Subscriber Name:	Officer-in-Charge, Library		
Inward Number:	13E-02163		
Inward Amount:	1000.0		

All Payments saved successfully

	Payment	Balance	Remarks	Subscription ID
1	800	7000.0	Part Payment	43943

OK

Please Wait...

Save

View 1 - 1 of 1

- To view the list of invoices and payments made (shown below) for a subscriber refer [view subscriber details.](#)

View Subscriber

Subscriber No:	5464	Shipping Address:		Invoice Address:	Kamla Nehru Institute of Technology Sultanpur
Subscriber Name:	Officer-in-Charge, Library				

Subscriber Details	Inwards	Subscriptions	Invoices	Reminders	Missing Issues	Cheque Return	
1	1211	Outstanding Payment	30/04/2013	43943	7000.0	800.0	6200.0
	Payment Date	Payment Amount	Inward No	Inward Amount	Remarks		
	23/05/2013	800.0	13E-02163	1000.0	Part Payment		

Page 1 of 1 15 View 1 - 1 of 1

Next Subscriber

Missing Issue

Missing Issue is about receiving claims from subscribers about not receiving some issues.

- For creating missing issues, first Inward of type missing issue should be created.

Create Inward

Subscriber No: 13E-S-02203	<input type="button" value="Search Subscriber"/>	<input type="button" value="Reset"/>	Inward Number:	Date: 23/05/2013																
From: Deepali Gokhale	Country: India	State: Select	Agent:	Purpose: Missing Issue																
District:	City: Bengaluru	PIN Code: 560043	Department: Department of Science	Institution:																
			Email: deepali.gokhale@abc.com																	
<table border="1"> <tr> <td>Payment Mode: Select</td> <td>Receipt Number:</td> </tr> <tr> <td>Bank Name:</td> <td>Cheque Return:</td> </tr> <tr> <td>Cheque/DD No:</td> <td>Reason For Return:</td> </tr> <tr> <td>Cheque Date:</td> <td>Return Date:</td> </tr> <tr> <td>Amount:</td> <td>Ack Date:</td> </tr> <tr> <td>Currency: INR</td> <td>Remarks:</td> </tr> <tr> <td>Letter No:</td> <td>Language: English</td> </tr> <tr> <td>Letter Date:</td> <td></td> </tr> </table>					Payment Mode: Select	Receipt Number:	Bank Name:	Cheque Return:	Cheque/DD No:	Reason For Return:	Cheque Date:	Return Date:	Amount:	Ack Date:	Currency: INR	Remarks:	Letter No:	Language: English	Letter Date:	
Payment Mode: Select	Receipt Number:																			
Bank Name:	Cheque Return:																			
Cheque/DD No:	Reason For Return:																			
Cheque Date:	Return Date:																			
Amount:	Ack Date:																			
Currency: INR	Remarks:																			
Letter No:	Language: English																			
Letter Date:																				
<input type="button" value="Save"/>																				

- Then navigate to pending inwards. There filter based on purpose as 'Missing Issue' for easy search.

Pending Inwards

Select Inward purpose to filter									
Inward No	Subscriber Id	Agent	From	Received Date	City	Cheque#	Amount	Purpose	Action
1	13E-02162	13E-S-02203	Deepali Cokhale	23/05/2013	Bengaluru	000000	0.0	Missing Issue	<input type="button" value="Edit"/>

Page 1 of 1 | 20 | View 1 - 1 of 1

- Select the Inward to be processed and press 'Next'.
- This will take you to 'Missing Issue' page.

Add Missing Issue

Subscription Details

Inward Number:	13E-02162	Subscriber Name:	Deepali Gokhale
Subscriber Number:	13E-S-02203		

Select Journal

Subscription:	Select	Year:	2012
Journal Group:	Select	Volume Number:	Select
Journal Name:	Select	Issue:	Select
Missing Copies:			

Add **Delete All**

Subscriber ID	Journal Group	Journal Name	Volume No	Issue	Year	Subscribed Copies	Missing Copies	Delete

Save

- Here select the Subscription, Journal Group, Journal Name, Year, Volume Number, Issue and number of missing copies and click on Add. This will add missing issue details to the table. Repeat this for the entire issue request for all the journals for this subscriber.
- The respective dropdown will load information for only the journals for which mailing list is already generated.
- Delete option is available to delete the incorrect entries.

Add Missing Issue

Subscription Details

Inward Number:	13E-02162	Subscriber Name:	Deepali Gokhale
Subscriber Number:	13E-S-02203		

Select Journal

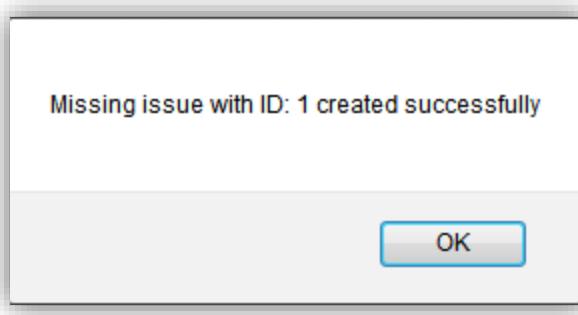
Subscription:	45293	Year:	2013
Journal Group:	1-11 All Journals	Volume Number:	80
Journal Name:	Pramana - Journal of Physics	Issue:	2
Missing Copies:			

Add **Delete All**

Subscriber ID	Journal Group	Journal Name	Volume No	Issue	Year	Subscribed Copies	Missing Copies	Delete
1 45293	1-11 All Journals	Pramana - Journal of Physics	80	1	2013	1	1	
2 45293	1-11 All Journals	Pramana - Journal of Physics	80	2	2013	1	1	

Save

- Once all the issues are added press save.
- Success message will be displayed.



- This will navigate the user to the next screen, where action about the missing issue can be taken.

Missing Issue List

Subscription Details

Missing Issue Id:	1	Subscriber Number:	13E-S-02203
Inward Number:	13E-02162	Subscriber Name:	Deepali Gokhale

Address Details

Address:	560043		
City:	Bengaluru	Pin Code:	560043
District:	Bengaluru	Department:	Department of Science
State:	Karnataka	Institution:	
Country:	India	email:	deepali.gokhale@abc.com

Mailing List Table

ID	Journal Group	Journal Code	Journal Name	Sub Copies	Start Year	Start Month	End Month	End Year	Volume No	Issue	Year	Missing Copies	Action	
1	73148	1-11 All Jour	P	Pramana - Jo	1	2013	1	12	2013	80	1	2013	1	Reprint
2	73148	1-11 All Jour	P	Pramana - Jo	1	2013	1	12	2013	80	2	2013	1	Reprint

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Generate/ Print Mailing List

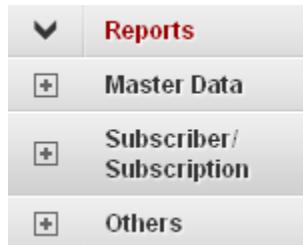
Print Option	Label	Get Mailing List
Reply Option	Print	No Copy
		Already Sent

- If issue is not send to the subscriber then in the action column of mailing list table 'Generate' will come. Else the value there will be reprint.
- You can choose to generate sticker or label, in case issues need to be send to subscriber.

- In case of issue not required to be send to subscriber, subscriber can be informed by mail or print option about ‘No Copies’ or ‘already Sent’.

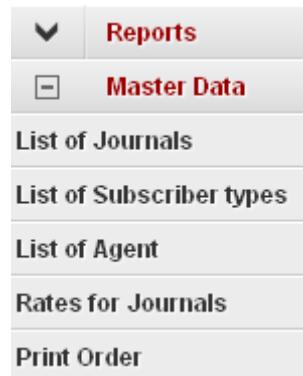
Reports

Reports of various types can be generated from the eVitaran system. Broadly they are classified in 3 types as illustrated in the figure below and are available under the “Reports” menu.



Master Data

The reports under this section are of the following types:



List of Journals

This report can be used to provide the list of all journals that fall in a group. Use the drop down under the “Journal Group” and press the “Search button”.

List and Print Journals

Search Criteria

Journal Group:	Select <input type="button" value="▼"/>	<input type="button" value="Search"/>
Select		
Pramana - Journal of Physics Journal of Astrophysics and Astronomy Proceedings (Mathematical Sciences) Journal of Earth System Science (formerly Proc. Earth Planet Sci.) Journal of Chemical Sciences (formerly Proc. Chemical Sci.) Bulletin of Materials Science Sadhana (Engineering Sciences) Journal of Biosciences Journal of Genetics Resonance - Journal of Science Education Current Science 1-11 All Journals 1-10 Journals		

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The list of journals falling within this group is displayed in the table below.

List and Print Journals

Search Criteria

Journal Group:	1-11 All Journals <input type="button" value="▼"/>	<input type="button" value="Search"/>
----------------	--	---------------------------------------

	Journal Id	Journal Code	Journal Name	ISSN No	Start Year
1	1	P	Pramana - Journal of Physics	0304-4289	1987
2	2	JAA	Journal of Astrophysics and Astron	0250-6335	1978
3	3	MS	Proceedings (Mathematical Science	0253-4142	2010
4	4	EPS	Journal of Earth System Science (fo	0253-4126	1991
5	5	CS	Journal of Chemical Sciences (forme	0253-4134	2000
6	6	BMS	Bulletin of Materials Science	0250-4707	1995
7	7	S	Sadhana (Engineering Sciences)	0256-2499	1980
8	8	JB	Journal of Biosciences	0250-5991	2010
9	9	JG	Journal of Genetics	0022-1333	2011
10	10	RES	Resonance - Journal of Science Ed	0971-8044	2000

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The data displayed in the table can be printed using the “Print” button.

List and Print Journals

Search Criteria

Journal Group: 1-11 All Journals

	Journal Name	ISSN No	Start Year
1	Pramana - Journal of Physics	0304-4289	1987
2	Journal of Astrophysics and Astronomy	0250-6335	1978
3	Proceedings (Mathematical Sciences)	0253-4142	2010
4	Journal of Earth System Science (formerly Proc. Earth Planet Sci.)	0253-4126	1991
5	Journal of Chemical Sciences (formerly Proc. Chemical Sci.)	0253-4134	2000
6	Bulletin of Materials Science	0250-4707	1995
7	Sadhana (Engineering Sciences)	0256-2499	1980
8	Journal of Biosciences	0250-5991	2010
9	Journal of Genetics	0022-1333	2011
10	Resonanace - Journal of Science Education	0971-8044	2000
11	Current Science	0011-3891	2000

Opening report.pdf
You have chosen to open:
report.pdf
which is a: Adobe Acrobat Document
from: <http://localhost:8083>
What should Firefox do with this file?
 Open with [Adobe Reader \(default\)](#)
 Save File
 Do this automatically for files like this from now on.

Note: The output of the print option is generated in form a pdf (Portable Document Format). This is a feature common for all the reports.


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: 23/05/2013

Query: List of journals in group

Id	journalCode	journalName	issnNo	startYear
1	P	Pramana - Journal of Physics	0304-4289	1987
2	JAA	Journal of Astrophysics and Astronomy	0250-6335	1978
3	MS	Proceedings (Mathematical Sciences)	0253-4142	2010
4	EPS	Journal of Earth System Science (formerly Proc. Earth Planet Sci.)	0253-4126	1991
5	CS	Journal of Chemical Sciences (formerly Proc. Chemical Sci.)	0253-4134	2000
6	BMS	Bulletin of Materials Science	0250-4707	1995
7	S	Sadhana (Engineering Sciences)	0256-2499	1980
8	JB	Journal of Biosciences	0250-5991	2010
9	JG	Journal of Genetics	0022-1333	2011
10	RES	Resonanace - Journal of Science Education	0971-8044	2000
11	CURR	Current Science	0011-3891	2000

Note: There are some common elements that can be found in all the reports i.e. the Header, date of report generation and the type of report.

The journal groups are defined in the master data.

List of Subscriber Types

The list of all the subscriber types can be found using this report. The figure below shows a way to generate the list of all the subscribers defined in the system by selecting the “All Subscriber Types”.

List and Print Subscriber Type

Search Criteria

Free/ Paid	<input type="button" value="Select"/>	Institutional	<input type="button" value="Select"/>
Nationality	<input type="button" value="Select"/>	All Subscriber Types	<input checked="" type="checkbox"/>

Search Result

ID	Subscriber Type Code	Subscriber Type	Free/Paid	Indian/Foreign	Institute/Personal	Free Journals	Discount
1	FELJM	Fellows	Free	I	P	2	0.0
2	AS	Associate	Free	I	P	2	0.0
3	EBALL	Editorial Board Memb	Free	I	P	1	0.0
4	EI	Indian Exchange	Free	I	I	0	0.0
5	EF	Foreign Exchange	Free	F	I	0	0.0
6	GRANT	Grant	Free	I	P	2	0.0
7	AUTH	Author	Free	I	P	1	0.0
8	II	Indian Universities an	Paid	I	I	0	0.0
9	IC	Indian Schools and C	Paid	I	I	0	0.0
10	IN	Industry Corporates	Paid	I	I	0	0.0

Page [1] of 2 | << | >> | <<< | >>> | 10 |

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List of agent

The list of agents can be searched by using the “Country”, ‘State’ or “City” criterion. All the agents in the system can be searched by selecting the checkbox “All agents”.

-List and Print Agent Data

Search Criteria

Country:	India	City:	Select
State:	Select	All Agents	<input type="checkbox"/>
<input type="button" value="Search"/>			

Search Result

Agent Id	Agent Name	Registration Date	emailId	Address	City
1	86	International Book House Pvt Ltd		East High Court Rd, Ramdaspura	Nagpur
2	103	Central News Agency Pvt. Ltd.		Jhandewalan Extension	New Delhi
3	105	Informatics (India) Pvt. Ltd.		PB No.400, Basavanagudi	Bengaluru
4	110	Total Library Solutions India Private Limited		Plot No 7, Inder Puri	New Delhi
5	111	IBH Journal Service		East High Court rd, Ramdaspura	Nagpur
6	115	Royal News & Subscription Agency		Near Tulsi Hotel, Pandariba	Lucknow
7	116	Allied Publishers Subscription Agency		Kachiguda Station Road	Hyderabad
8	117	Journal Subscription Services		West Punjabi Bagh	New Delhi
9	120	Total IT Solutions Pvt. Ltd.		District Centre, Janakpuri	New Delhi
10	121	Newlight Publishing Company		Ambalathara	Thiruvananthapuram

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Rates for Journals

The rates defined for a journal or a journal group for a particular year and subscriber type can be viewed using this screen.

-List and Print Annual Rates for Journal

Search Criteria

Year	2013	Subscriber Type	Indian Universities and Inst.
<input type="button" value="Search"/>			

Result

Journal Group	Year	1 Year	2 Year	3 Year	5 Year
1 Pramana - Journal of Physics	2013	750			
2 Journal of Astrophysics and Geophysics	2013	300			
3 Proceedings (Mathematical Sciences)	2013	300			
4 Journal of Earth System Sciences	2013	400			
5 Journal of Chemical Sciences	2013	400			
6 Bulletin of Materials Science	2013	400			
7 Sadhana (Engineering Sciences)	2013	400			
8 Journal of Biosciences	2013	400			
9 Journal of Genetics	2013	300			
10 Resonance - Journal of Science Education	2013	500	900	1300	2000
11 Current Science	2013	4000	7500	10000	16000
12 1-11 All Journals	2013	7000			
13 1-10 Journals	2013	3300			

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Print Order

The print order defined for a year can be viewed using this screen. The first row indicates the issue number and the first column the journal name. If a cell in the table contains a "NA" means that the issue number is not defined for this journal for this year. Once the print order data is populated in the system

using the “Master Data”, the number will be reflected in this screen as a consolidated figure for all the journals.

Print Order Details

Search Criterion

Year: 2013

Print Order Details

Journ.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
1	P													NA											
2	JAA				NA																				
3	MS				NA																				
4	EPS						NA																		
5	CS						NA																		
6	BMS						NA																		
7	S						NA																		
8	JB				NA																				
9	JG				NA																				
10	RES													NA											
11	GUDD																								

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Print

Subscriber/ Subscription

The reports under this section are of the following types

- + Master Data**
- Subscriber/ Subscription**
- List of Subscribers**
- List of Invoice**
- List of back issue sent**
- List of renewal reminder sent**
- List of mailing list sent**
- + Others**

List of Subscribers

The list of subscribers can be generated using various search criterions as shown in the figure below. The figure below shows an example of how the list of all subscribers residing in Bengaluru can be generated (by selecting the “City” as “Bengaluru” and clicking on the “Search” button).

Search Subscriber

Search Criteria

Free/ Paid	Select	Country:	Select
Nationality	Select	State:	Select
Institutional	Select	City:	Bengaluru
Subscriber Type	Select	Date Range:	<input type="text"/> to <input type="text"/>
Journal Name:	Select	Only Active	<input type="checkbox"/>
Agent:	Select		

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

Labels and stickers can be generated for the list of subscribers generated using the search criterion above.

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

Subscriber List

	Subscriber Number	Subscriber Name	Subscriber Type	City	State	Country
1	11657	Singh V P Dr	IP	Bengaluru	Karnataka	India
2	38035	(REF:Shaikh College of Engg Te	IC	Bengaluru	Karnataka	India
3	1812	[Ref:Indian Statistical Inst Bang)	IC	Bengaluru	Karnataka	India
4	1806	[Ref:East Point College of Pharm	IC	Bengaluru	Karnataka	India
5	3380	[Ref: T.John Inst Of TechnologyY	IC	Bengaluru	Karnataka	India
6	13E-S-01852	Director	MEMBER	Bengaluru	Karnataka	India
7	3353	[Ref: Abbas Khan College for W	IC	Bengaluru	Karnataka	India
8	1753	[Ref:SVS Group of Institutions)	IC	Bengaluru	Karnataka	India
9	17767	Murthy I S N V S, Chief Manager	IP	Bengaluru	Karnataka	India
10	35472	[Ref: MS Engineering College, E	IC	Bengaluru	Karnataka	India

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[Print](#) [Print Label](#) [Print Sticker](#)

List of invoice

A report of the various types of invoices sent generated from the system using this option.

List Proforma Invoice

Search Criteria

Invoice Type	Select	Date Range:	<input type="text"/> to <input type="text"/>
	Outstanding Payment	Search	Reset

Search Result

	invoiceNumber	invoiceCreationDate	subscriberNumber	journalCode	Period	Amount
1	4943	2010-07-27	6631	P, JAA, MS, EPS, CS, BMS, S, .	2011-2011	4200
2	6025	2010-10-25	4308	JB	2011-2011	400
3	6151	2010-11-22	5929	P, JAA, MS, EPS, CS, BMS, S, .	2011-2011	4200
4	6266	2010-12-13	2854	BMS	2011-2011	400
5	6270	2010-12-14	37346	P, MS, BMS, JC, CURR	2011-2011	4750
6	6309	2010-12-20	7353	JC, CURR	2011-2011	1300
7	6348	2010-12-31	6090	EPS, CURR	2011-2011	3400
8	6373	2011-01-07	6857	P, CS, S, JB, CURR	2011-2011	4950
9	6436	2011-02-02	3021	CURR	2011-2011	1000
10	6446	2011-02-03	7326	P, MS, CS, CURR	2011-2011	2450

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[Print](#)

The sum total of the amount is show on the last page of the table.

List Proforma Invoice

Search Criteria

Invoice Type	Outstanding Payment	Date Range:	to
--------------	---------------------	-------------	----

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

Search Result

invoicenumber	invoiceCreationDate	subscriberNumber	journalCode	Period	Amount
131	2013-05-01	3162	CS, JB, JC, RES, CURR	2013-2013	3100
132	2013-05-01	7886	JC, RES	2013-2013	800
133	2013-05-07	36776	RES, CURR	2013-2015	4800
134	2013-05-09	5914	CURR	2013-2013	4000
135	2013-05-13	35030	P, JAA, MS, EPS, CS, BMS, S,	2014-2014	4800
136	2013-05-16	36216	P, JAA, MS, EPS, CS, BMS, S,	2013-2013	4800
137	2013-05-16	5512	JB, CURR	2013-2013	4400
138	-	-	Total Amount -->	-	445050

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[Print](#)

List of back issue sent

This report can be used to via in a single view how many back issues have been sent.

Report - Back Issue List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Issue:	1
Year	2013	Subscriber Type:	Select
Volume Number:	80	Date Range:	to

[Search](#)

Mailing List Table

journalCode	sub	subscriberNumber	subscriberName	city	state	country	pincode	ccis	month	ye	start	endY	endD
-------------	-----	------------------	----------------	------	-------	---------	---------	------	-------	----	-------	------	------

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No Mailing List Found or Generated

[Print](#) [Reset](#)

List of renewal reminder sent

This report can be used to find out in a single view how many to whom reminders of various types have been sent.

List Sent Reminders

Search Criteria

Reminder Type	Strong Reminder	Date Range:	<input type="text"/>	to	<input type="text"/>
	Gentle Reminder				
	Strong Reminder	<input type="button" value="Search"/> <input type="button" value="Reset"/>			
	Harsh Reminder				

Search Result

Sub	Subscriber Type	Subscriber Number	Subscriber Name	Balance	reminder Type	Reminder date	Email
No Subscriber Type							

List of mailing list sent

This report can be used to generate the list of all subscribers to whom a particular mailing list has been sent.

Report - Mailing List

Selection Criteria

Journal Name:	Pramana - Journal of Phys	Volume Number:	80
Year:	2013	Issue:	1
Month:	January	<input type="button" value="Search"/>	

Mailing List Table

Journal Cod	Sub	Subscriber I	Subscriber Han	Address	City	District	State	Country	Pincode	C ls	Month	Ye	Sub	Sub
1	P	IP	13890	Latkar Hrishikesh C/o C S Latkar Plot No 39S	Kolhapur		Maharashtra	India	416013	1	1	201201	12-2	
2	P	IC	2588	Principal The Patidar Gin Science Colleg	Bardoli		Gujarat	India	394601	1	1	201200	12-2	
3	P	IP	10112	Perumal P Mr Selection Grade Lecturer in Ph	Karaikudi		Tamil Nadu	India	630003	1	1	201200	12-2	
4	P	IC	4448	Principal Jawahar Navodaya VidyalayaD	Hadgarh		Odisha	India	758023	1	1	201200	12-2	
5	P	IC	3905	Principal Jagadguru Tontadarya College	Gadag		Karnataka	India	582101	1	1	201200	12-2	
6	P	IC	3219	Librarian Sarojini Naidu College for Wom	Kolkata		West Bengal	India	700028	1	1	201200	12-2	
7	P	IC	35818	Principal HPPC Govt. First Grade Colleg	Challakere		Karnataka	India	577522	1	1	201201	12-2	
8	P	IC	5167	Principal Sri Vasavi CollegeVasavi Coll	Erode		Tamil Nadu	India	638316	1	1	201201	12-2	
9	P	II	5883	Dr Pravin Sharm Government Nagarjuna Scien	Raipur		Chhattisgarh	India	492010	1	1	201201	12-2	
10	P	II	37074	Director-In-Charge Kerala State Science & Tech N	Thiruvanan		Kerala	India	695033	1	1	201201	12-2	

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Other Reports

The screenshot shows a sidebar menu titled 'Reports' with the following items:

- Master Data
- Subscriber/ Subscription
- Others**
- Statement of Label
- Circulation Figures for journals
- Subscription Figures
- Inwards
- Outstanding Bill
- Mailing List

Statement of Label

This report can be used to generate the subscriber count and no of copies shipped in a particular mailing list. This data is generated from the mailing list.

The screenshot shows the 'Statement of Label' report page. The search criteria are:

Journal Name:	Pramana - Journal of Phys.	Volume Number:	80
Year:	2013	Issue:	1

The 'Search' button is highlighted with a red box. The resulting table is:

	Subscriber Type	Subscriber Count	No. Of Copies
1	AS	3	3
2	AUTH	0	0
3	EBALL	7	7
4	EF	11	12
5	EI	31	31
6	FELIM	52	52
7	FI	0	0
8	FP	0	0
9	GRANT	10	10
10	HONFEL	6	6

The 'Print' button is highlighted with a red box. The page footer shows 'Page 1 of 2' and 'View 1 - 10 of 20'.

Circulation Figures for Journals

This report can be used to view the number of copies that have been shipped in a particular mailing list. The subscriber type in this report is limited to only the following type of subscribers “Institutional India and abroad”, “Individual India and abroad”, Compensatory, Authors. This report also takes into account the print order and shows the balance copies. The result here are based on mailing list.

Circulation Figures

Search Criteria

Year: 2013 Month: January

Search Result

Journal Code	Volume	Issue	Inst. India	Inst. Abroad	Indi. India	Indi. Abroad	Comp	Auth	Total Copies	Print Order	Balance Copies
1 P	80	1	1743	0	50	0	121	0	1914	0	-1914
2 P	80	2	1743	0	50	0	121	0	1914	0	-1914
3 Total		-->	3486	0	0	0	242	0	3828	0	-3828

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Print

Subscription Figures

The report can be used to view count and copies for different subscriber types for all the Journals. This is based on subscription data.

Subscription Figures

Search Criteria

Year: 2013

Get Report Reset

Search Result

Journ	AS-Nc	AS-C	AUTH	AUTH	EBALI	EBALI	EF-No	EF-C	EI-No	EI-C	FELJN	FELJN	FI-No	FI-C	FP-No	FP-C	GRAN	GRAN	HONF	IC-No	IC-C	II-No	II-C	IN-No	IN-C	IP-No	IP-C	LsI-Nk	LsI-C	LSP-N	
1 P	3	3	0	0	7	7	11	12	31	31	52	52	0	0	0	0	10	10	6	6	1315	1330	402	409	4	4	50	50	0	0	0
2 JAA	1	1	0	0	4	4	6	9	24	24	16	16	0	0	0	0	10	10	0	0	744	749	245	249	3	3	28	28	0	0	0
3 MS	2	2	0	0	3	3	22	23	27	27	22	22	0	0	0	0	10	10	2	2	1128	1142	337	345	3	3	22	22	0	0	0
4 EPS	1	1	0	0	8	8	19	20	23	23	38	38	0	0	0	0	10	10	1	1	746	755	301	308	3	3	20	20	0	0	0
5 CS	5	5	0	0	6	6	19	20	23	23	49	58	0	0	0	0	10	10	7	7	1144	1161	338	345	6	6	75	75	0	0	0
6 BMS	1	1	0	0	8	8	9	10	23	23	32	32	0	0	0	0	10	10	4	4	1089	1112	363	365	4	4	49	634	0	0	0
7 S	3	3	0	0	12	12	10	11	24	24	26	26	0	0	0	0	10	10	0	0	988	1004	346	348	5	5	27	27	0	0	0
8 JB	3	3	0	0	26	28	23	24	24	26	92	92	0	0	0	0	10	10	2	2	1174	1182	405	409	5	5	74	74	0	0	0
9 JG	1	1	0	0	30	30	7	8	24	24	51	51	0	0	0	0	10	10	1	1	1000	1003	329	334	5	5	30	30	0	0	0
10 RES	0	0	0	0	39	90	9	9	54	54	0	0	0	0	0	0	0	0	0	0	2334	2354	587	598	5	5	3048	3263	0	0	0
11 Curr	0	0	0	0	25	25	29	30	65	67	13	13	28	47	9	9	3	6	4	4	2044	2062	681	698	10	10	1121	1121	0	0	16

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Print

Inwards

This report can be used to find any inward that has been registered in the system. There are various search criterion provided in the user interface.

List and Print Inwards

Search Criteria

Purpose:	Select	Date Range:	18/05/2013 to 19/05/2013
Country:	Select	Mode Of Payment:	Select
State:	Select	Currency:	Select
City:	Bengaluru	Language:	Select

Search Result

Inward No	Subscriber Id	From	Received Date	City	Cheque#	Purpose
1 13E-02161	13E-S-02203	Deepali Gokhale	19/05/2013	Bengaluru	688888	New Subscription

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Print

Outstanding Bill

This report can be used to generate the list of all subscribers who have outstanding bill. Various search criterions are available in this report. The sum total of the outstanding balance is shown in the table.

List and Print Outstanding Bill

Search Criteria

For all Subscription Ending In:	2013	Subscription Between Period:
Balance Till Date		Start: Select
		End: Select

Search

Sub No	Journal Codes	Balance	Period	Pro. Inv. No.	Inv Date
1 5362	RES, CURR	4500	2013-2013	2802	2012-08-01
2 6213	CURR	4000	2013-2013	2833	2012-09-06
3 5249	CURR	3600	2013-2013	2849	2012-09-13
4 36337	CURR	4000	2013-2013	2859	2012-09-24
5 7423	CS	400	2013-2013	2862	2012-09-24
6 2304	P, JB, JC, RES, CURR	3450	2013-2013	2874	2012-09-27
7 6247	RES, CURR	2000	2013-2013	2880	2012-10-01
8 2623	P, JAA, CS, BMS, JB, JC, RES	3050	2013-2013	2884	2012-10-03
9 6739	JB	400	2013-2013	2903	2012-10-18
10 7102	P, IAA, MS, EPS, CS, RMS, S, IR, IG, RFS	3300	2013-2013	2929	2012-10-30

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Print

Mailing List

This report can be used to find out the details on the mailing list generated in a particular year. This report also shows the date when the mailing list has been generated.

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.

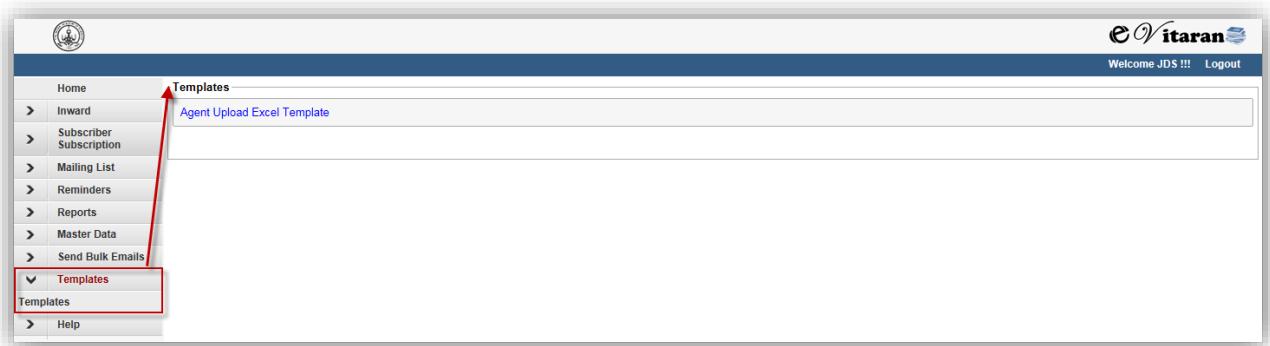
Steps to send bulk email:

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.

Template

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.

