



# CLiCK

User Manual



### ✓ WHY CLICK

Jay Chemical Industries Ltd. has always attempted in providing something new to its customers and this time they have come up with a new Web Application for all its Agents to stay connected and updated all the time with the company products and policies.

Through this Web Application placing orders has become more simplified and less time consuming for the Customers. Above all the Accounts of each Agent/ customer will be managed online with utmost confidentiality and hence the Agent/ Customer will also be able to keep a complete track of its orders and account with our Company.

The Hassel Free approach will benefit both the Agent as well as the Company.

We appreciate all suggestions that will help us in improving this Web Application and allow us in serving you much better way.

Allow us to provide you a brief idea about this Web Application through this User Manual which will make you experience more successful with our Company.

Although at any point of time, if you face any problem or are lost in using this Web Application, you can always report to our Admin Department or reach us to our email id [salescok2@jaychemical.com](mailto:salescok2@jaychemical.com) helping us to serve you better.

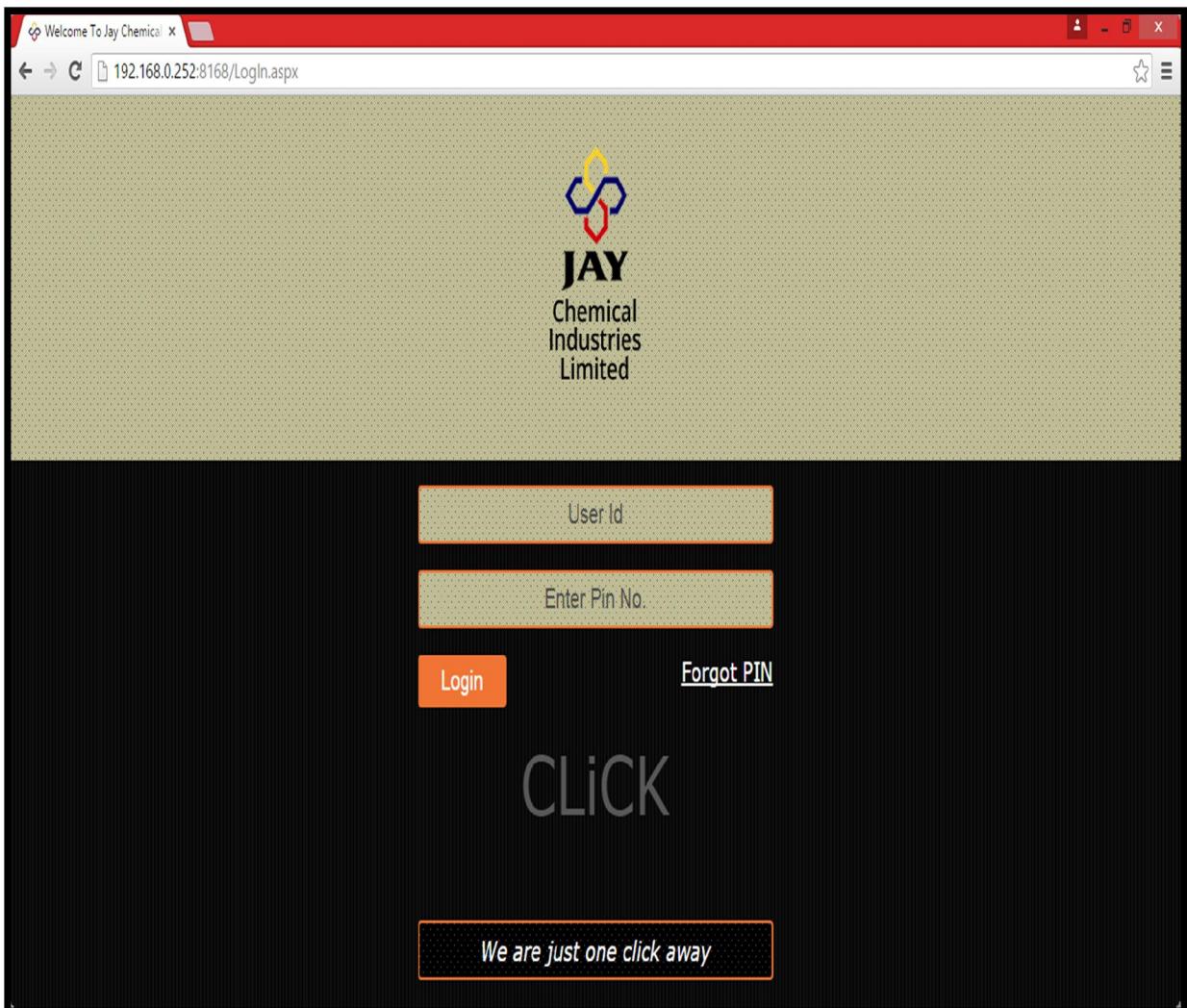
Web URLs: - <http://117.247.80.221:8163/>

✓ **LOGIN SCREEN:**

The 1<sup>st</sup> screen which appears when Agent wants to enter our CLiCK Application is the LOGIN SCREEN.

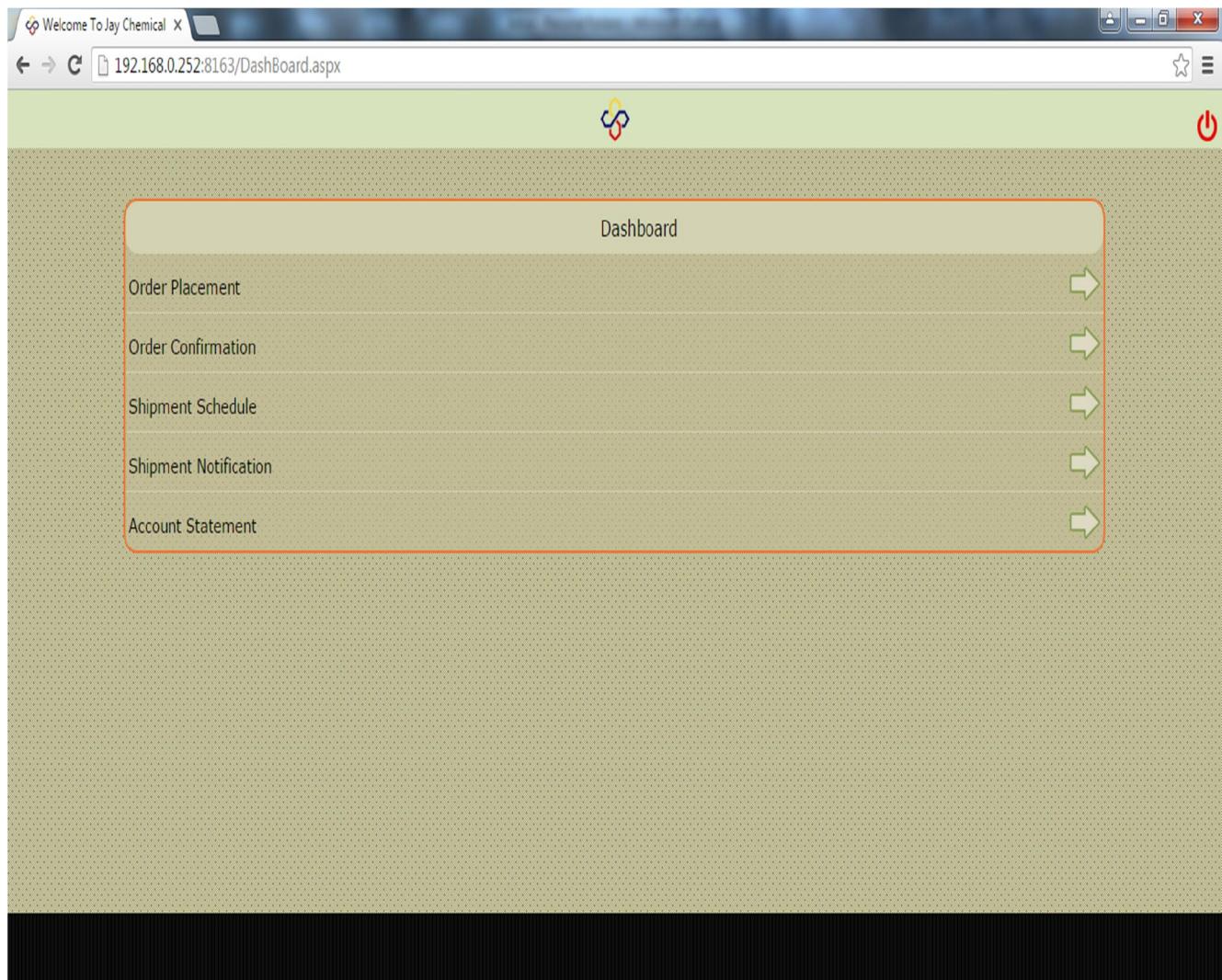
JAY will provide to its Agents a Username and a pre set Password to maintain their account on CLiCK. When the Agent will use CLiCK for the 1<sup>st</sup> time, CLiCK will direct him to set his "OWN NEW PASSWORD". Once the Agent sets his own password, his account will be exclusive for JAY and Agent only.

Where Login Id's and Password is not provided to the Agent or he is facing any problem with regards to accessing his account or even when he has forgotten his ID and Password, Agent can reset through the Forgot PIN option and CLiCK will send a link to the Agent's Email id directly, to help him reset his new password.



✓ **DASHBOARD SCREEN:**

Once the Agent successfully enters into his CLiCK Account, a Dashboard Screen (Agent's Account Home Page) will appear which will have different options as per Agent's requirement.

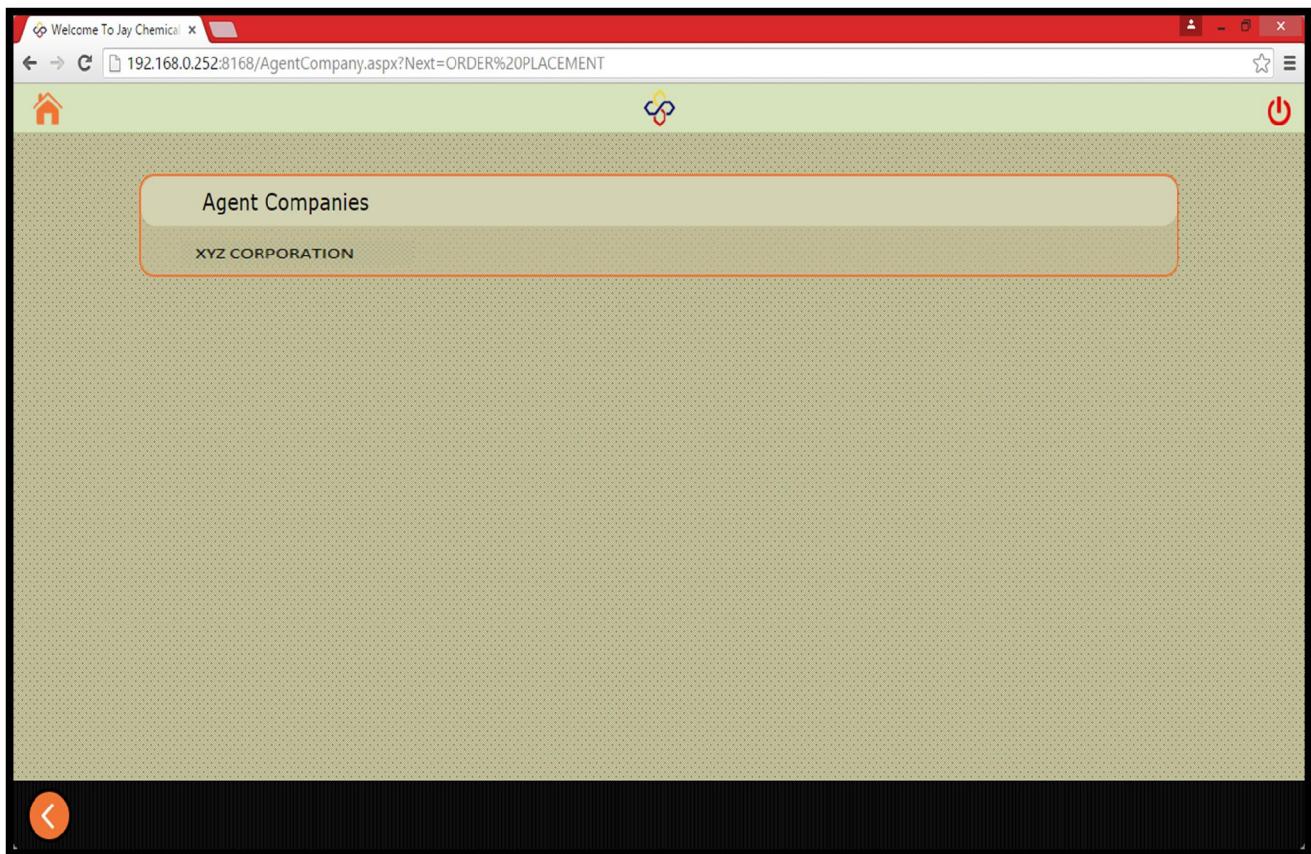


- ✓ **Order Placement:** - Allows the Agent to place orders for himself as well as for his own customer companies.
- ✓ **Order confirmation:** Allows the Agent to view his last 15 days orders placed with JAY
- ✓ **Shipment Schedule:** Allows the Agent to keep a track of his order and the Shipment details
- ✓ **Shipment Notification:** Allows the Agent to view his Shipment outward gate entry notification for tracking his order.
- ✓ **Account Statement:** Allows the Agent to view his complete ledger with JAY.

✓ **ORDER PLACEMENT PROCESS:**

Order Placement Agent Companies

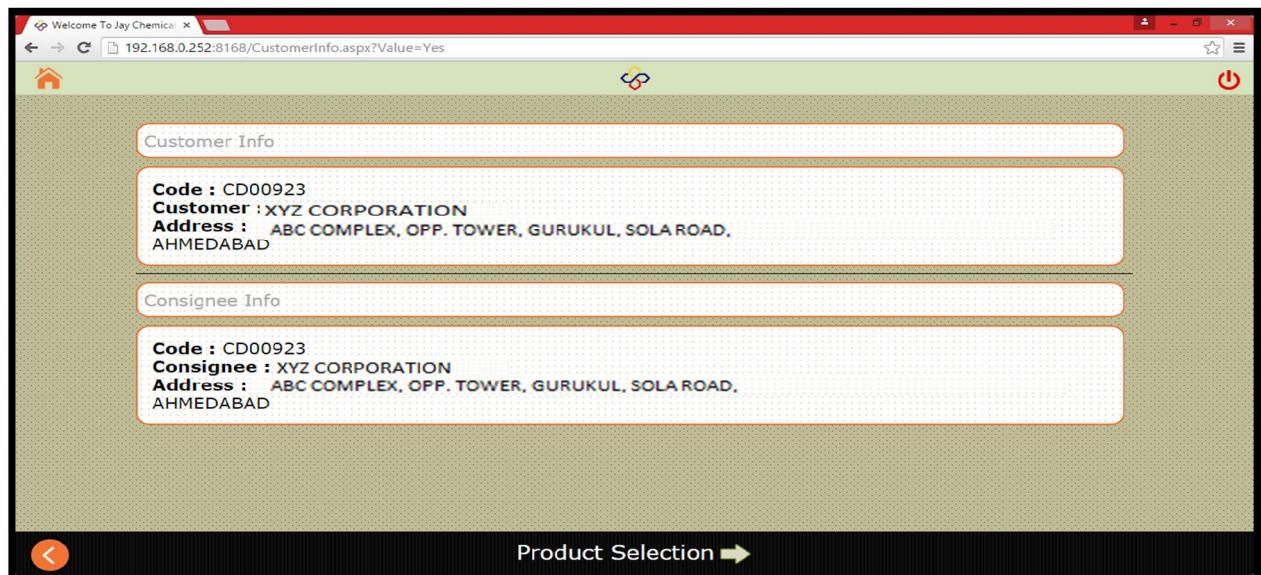
Once you have selected the 1<sup>st</sup> option on the Dashboard screen, i.e. Order Placement, CLiCK will direct you to the List of Agent Companies (JAY will provide a complete list of Agent's Companies from its own available date source.) At any point of time, Agent can request to add or delete companies name from the list as per his requirement.



- ✓ Agent Companies are added in synchronization with the list of customers the respective company is having. This will help the Agent to place the order from a particular company on behalf of its customers also.

### ✓ CUSTOMER LIST CONSIGNEE DETAILS

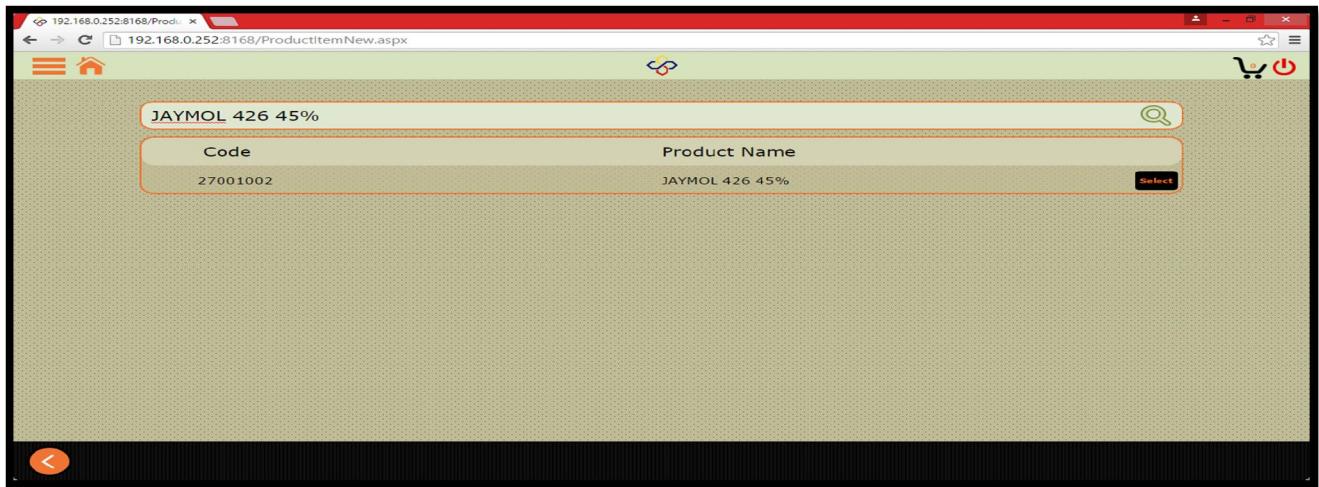
Once the Agent selects his respective customer for whom he wants to raise an order, CLICK will then direct him to give necessary consignee details.



### ✓ CONSIGNEE DETAILS PRODUCT LIST

CLICK will provide complete details of all the products of JAY. It makes easier for the Agent to place the Order as per his requirement. The Cart shown in the right top corner will always show the details of his order and the products selected, added.

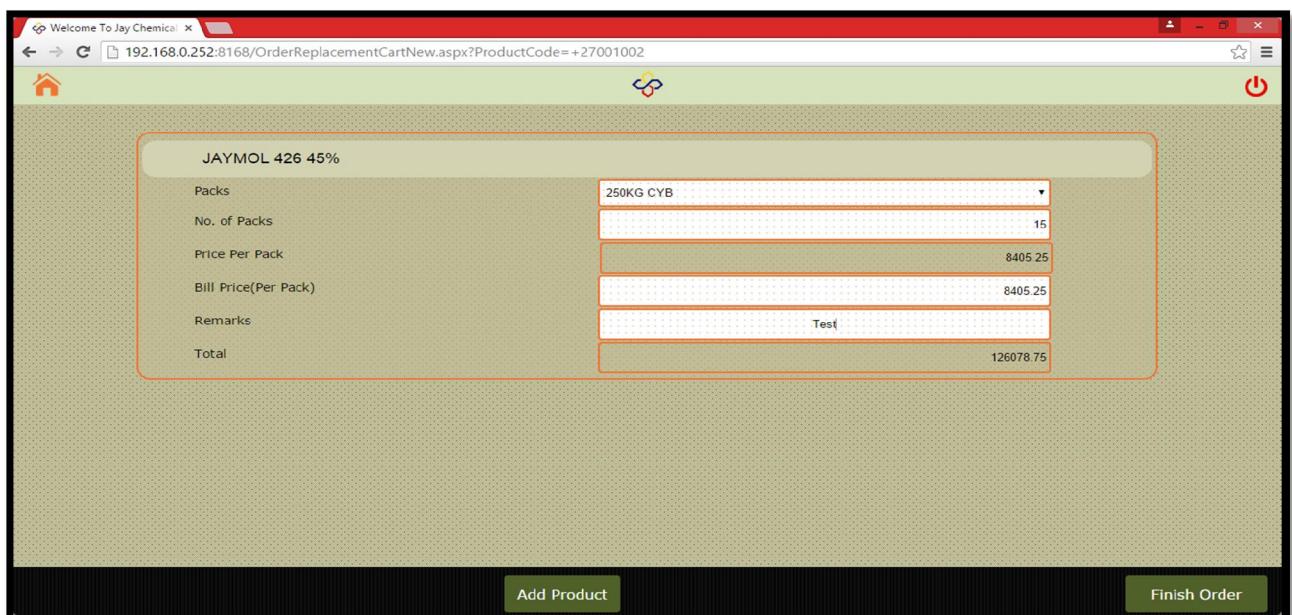




✓ **PRODUCT SELECTION ->CLICK ON PRODUCT SELECTION OPTION**

Once the product is selected, the Agent can complete his order by feeding the information about the number of packs (quantity) the Agent requires. The quantity should be in combination of the numbers so provided by CLiCK. The Agent only needs to fill the quantity of the product selected, CLiCK through the automatic price list inbuilt in the system, will reflect the price per pack.

The price so reflecting in the order is the price applicable to the Agent alone. Agent can change manually the price he wants to get in printed in the bill/ invoice issues by JAY, as per his requirement (This price will be the price Agent wants to charge to his customer. Agent cannot charge price more than 15% higher than price per pack. Reduction in the actual price is not permissible by JAY)

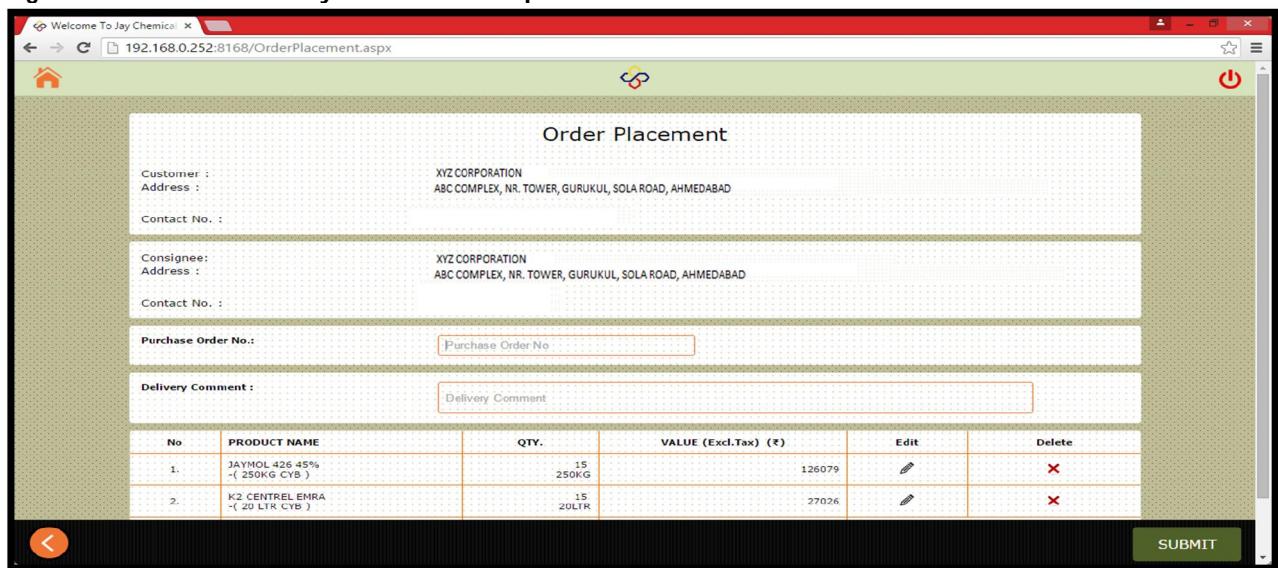


The screenshot shows the 'OrderReplacementCartNew.aspx?ProductCode=+27001002' page. A modal window is open, displaying the product details for 'JAYMOL 426 45%'. The modal contains the following fields:

Packs	250KG CYB
No. of Packs	15
Price Per Pack	8405.25
Bill Price(Per Pack)	8405.25
Remarks	Test
Total	126078.75

At the bottom of the modal, there are 'Add Product' and 'Finish Order' buttons.

- ✓ Click on **Add product** for adding other items in the cart.
- ✓ Click on **Finish order** for completing order.
- ✓ Once the Order is finished, the final Order Placement form will appear where the Agent will have to add his Purchase Order Reference Number.
- ✓ Agent can also add delivery comments or a particular note for the order.

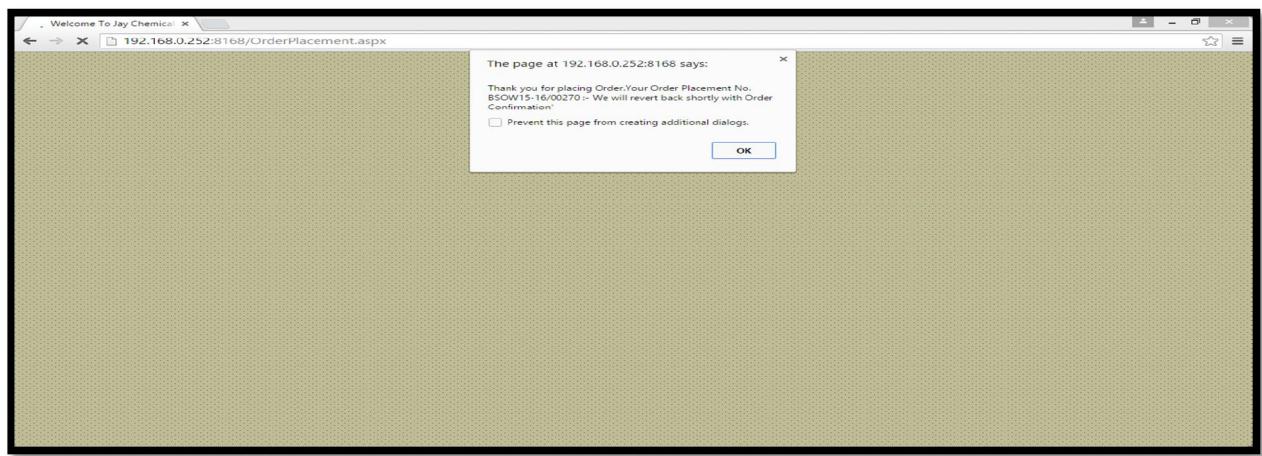


The screenshot shows the 'Order Placement' page. It has fields for Customer and Consignee details, both set to 'XYZ CORPORATION' with address 'ABC COMPLEX, NR. TOWER, GURUKUL, SOLA ROAD, AHMEDABAD'. There is a 'Purchase Order No.' input field and a 'Delivery Comment' input field. Below these is a table with two rows of product information:

No	PRODUCT NAME	QTY.	VALUE (Excl.Tax) (₹)	Edit	Delete
1.	JAYMOL 426 45% (- 250KG CYB )	15 250KG	126079		
2.	K2 CENTREL EMRA (- 20 LTR CYB )	15 20LTR	27026		

A green 'SUBMIT' button is at the bottom right.

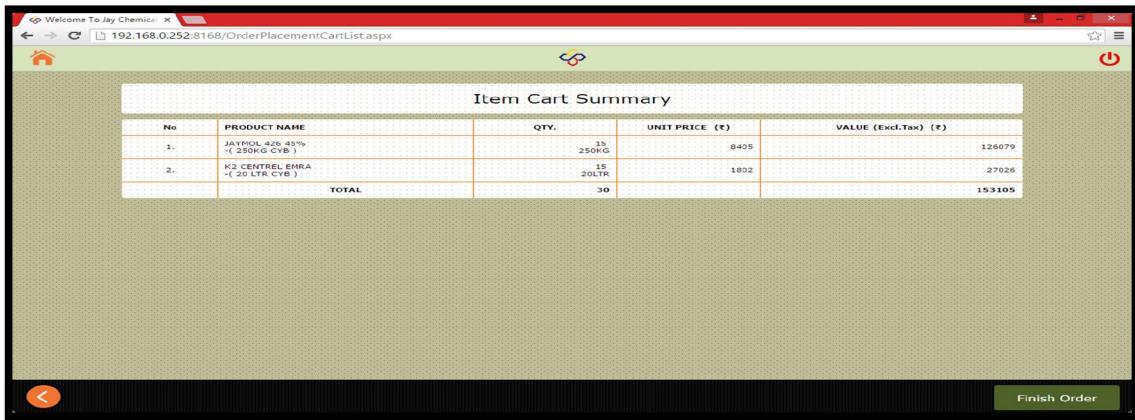
- ✓ Once the Order is submitted the same shall be notified to the JAY system and Agent will receive his Order reference Number and Instructions in the below screen.



**Note:** -This is reference number for order placing. Agent may contact the Admin department in case of any query  
 As per availability of the product, order will be prioritize for the dispatch. Shipment information will be available in the shipment schedule menu.

✓ **CART SUMMARY :- CART**

At any point of time, when the Agent is lost or confused about the order placed by him or want to get an idea about his total shipment, he just have to go toCart and review the list of products selected by him. He can also delete/add products from the cart. The Items in the cart will remain throughout the particular login of the Agent. Once the Agent Logouts, the cart items will be deleted. At that time the Agent can keep a check of his shipment through his shipment details or in his order confirmation.



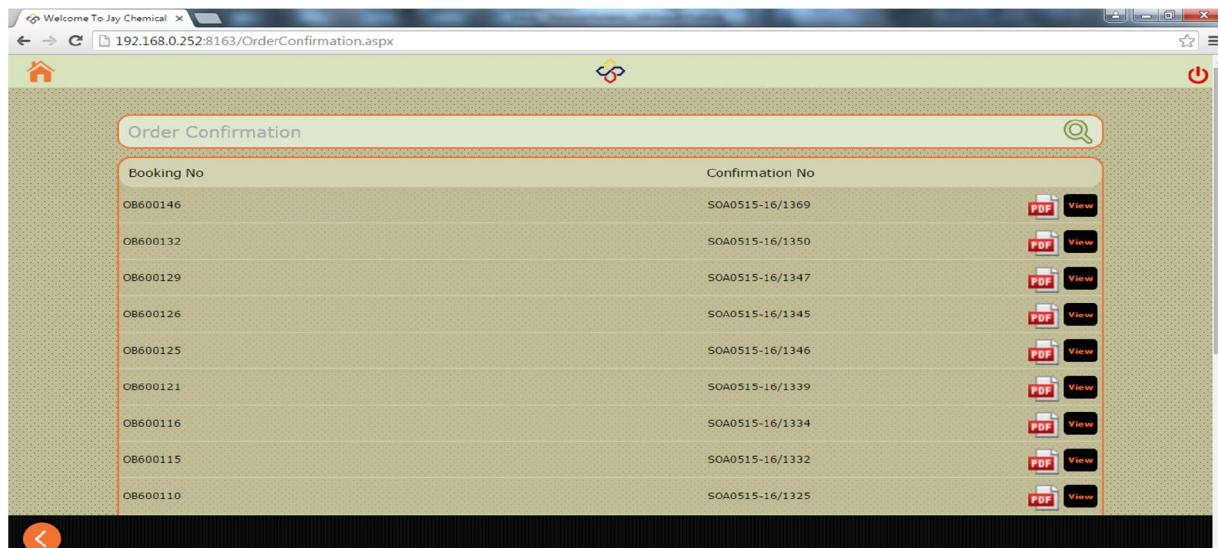
No	PRODUCT NAME	QTY.	UNIT PRICE (₹)	VALUE (Excl.Tax) (₹)
1.	JAYHOL-426 -43% -( 250KG CYB )	35 250KG	8405	126079
2.	K2 CENTREL EMRA -( 20 LTR CYB )	15 20LTR	1802	27026
	TOTAL	30		153105

✓ **ORDER CONFIRMATION:**

**LOGIN ORDER CONFIRMATION:**

Once the Agent, places his order through CLiCK, CLiCK will direct the order to JAY'S system, where the necessary details will be allotted to the particular order for its process. Accordingly CLiCK will update the final confirmed order details on the "ORDER CONFIRMATION" option, whereby the Agent can view his last 15 days confirmed orders. CLiCK will also shoot an email notification every time it confirms the order placed by the Agent.

Through this option, Agent can view his order confirmation slip or even download the confirmed PDF order for his records and reference.



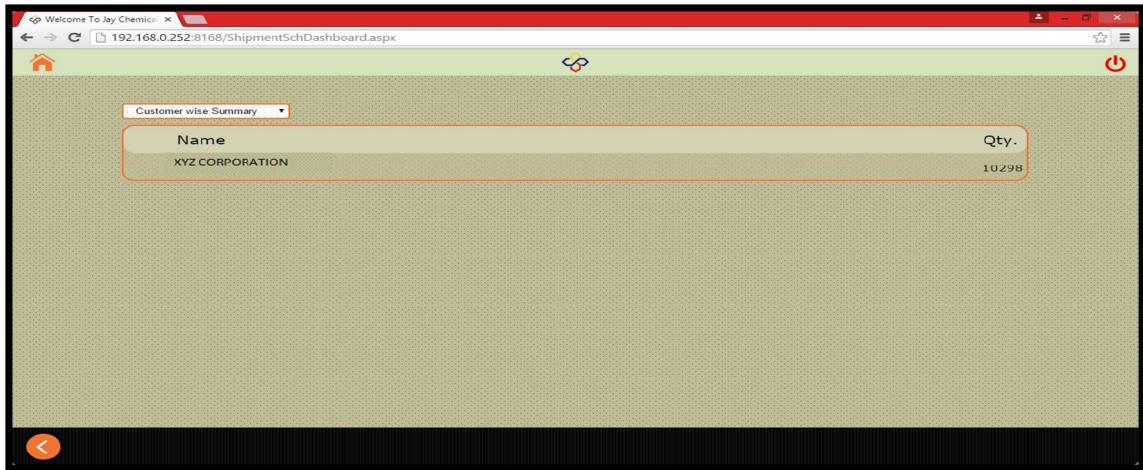
Booking No	Confirmation No	
OB600146	SOA0515-16/1369	
OB600132	SOA0515-16/1350	
OB600129	SOA0515-16/1347	
OB600126	SOA0515-16/1345	
OB600125	SOA0515-16/1346	
OB600121	SOA0515-16/1339	
OB600116	SOA0515-16/1334	
OB600115	SOA0515-16/1332	
OB600110	SOA0515-16/1325	

**CLiCK ALSO PROVIDES THE AGENT TO KEEP A CHECK ON HIS SHIPMENT.**

✓ **CLiK ON DASHBORD [HOME PAGE] SHIPMENT SCHEDULE**

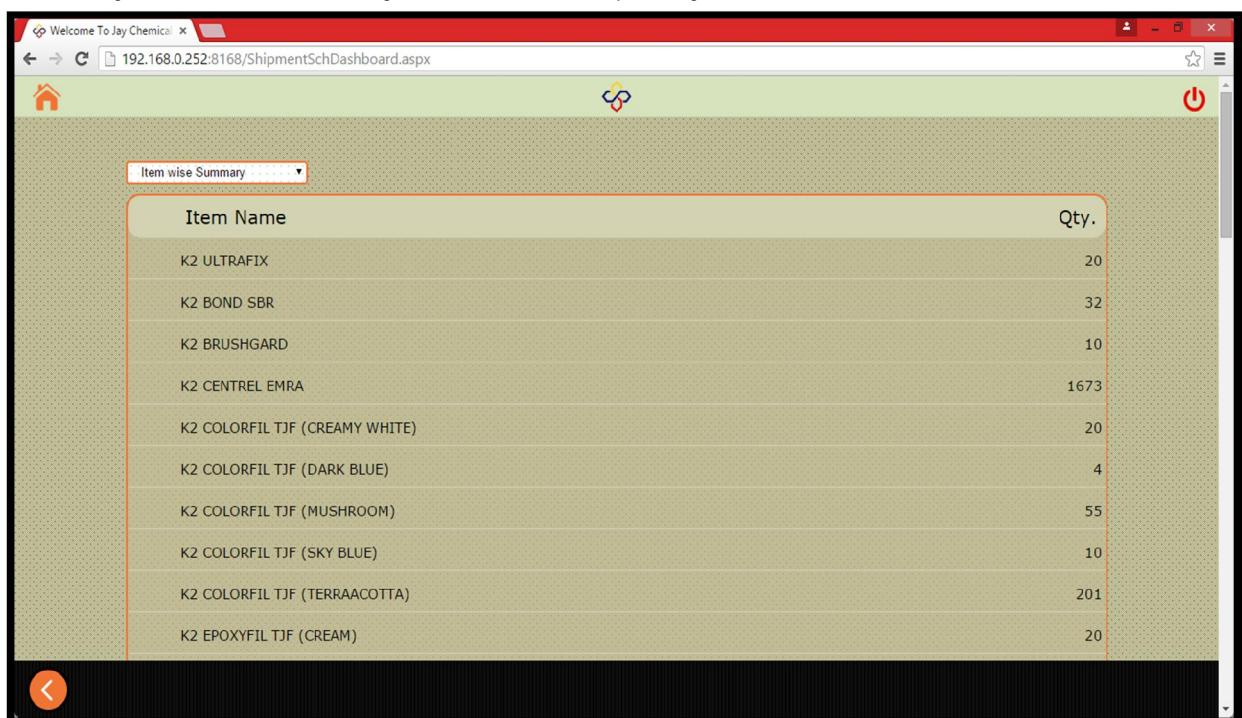
Once the Agent selects the Shipment Schedule option from the Dashboard, CLiCK will provide the Agent with his all detailed Shipment information, bifurcating the customer list, item list along with the Shipment quantity.

- ✓ The following is the example of the Customer list.



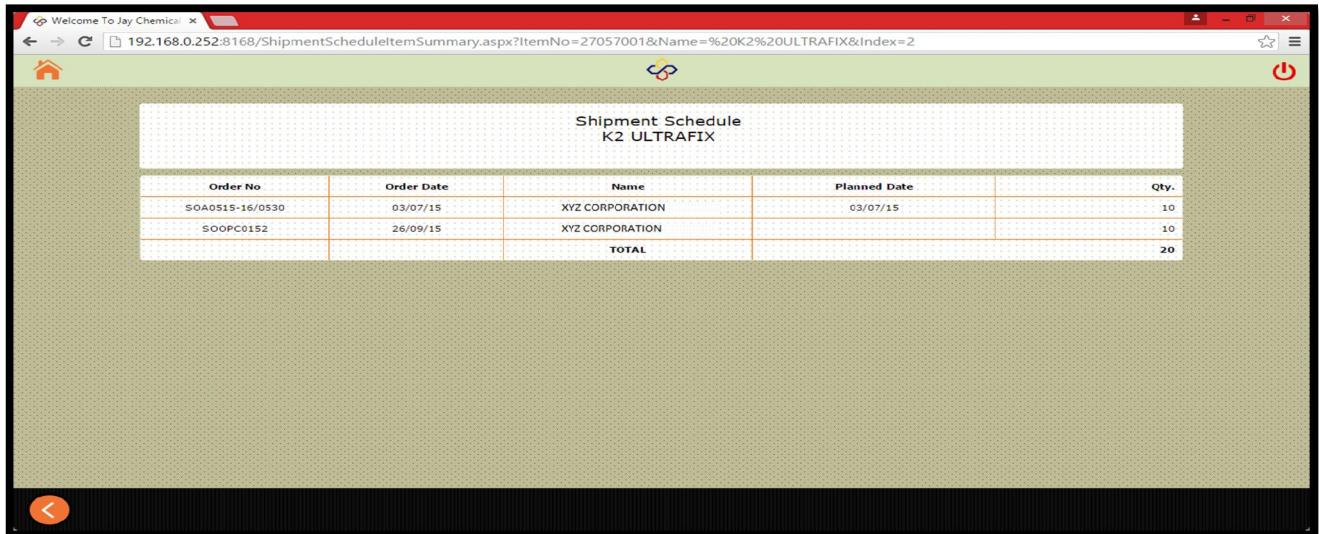
Name	Qty.
XYZ CORPORATION	10298

- ✓ The below is the example of Customer's Item wise product list. This list will provide a complete summary of the item ordered by Customer and its quantity.



Item Name	Qty.
K2 ULTRAFIX	20
K2 BOND SBR	32
K2 BRUSHGARD	10
K2 CENTREL EMRA	1673
K2 COLORFIL TJF (CREAMY WHITE)	20
K2 COLORFIL TJF (DARK BLUE)	4
K2 COLORFIL TJF (MUSHROOM)	55
K2 COLORFIL TJF (SKY BLUE)	10
K2 COLORFIL TJF (TERRACOTTA)	201
K2 EPOXYFIL TJF (CREAM)	20

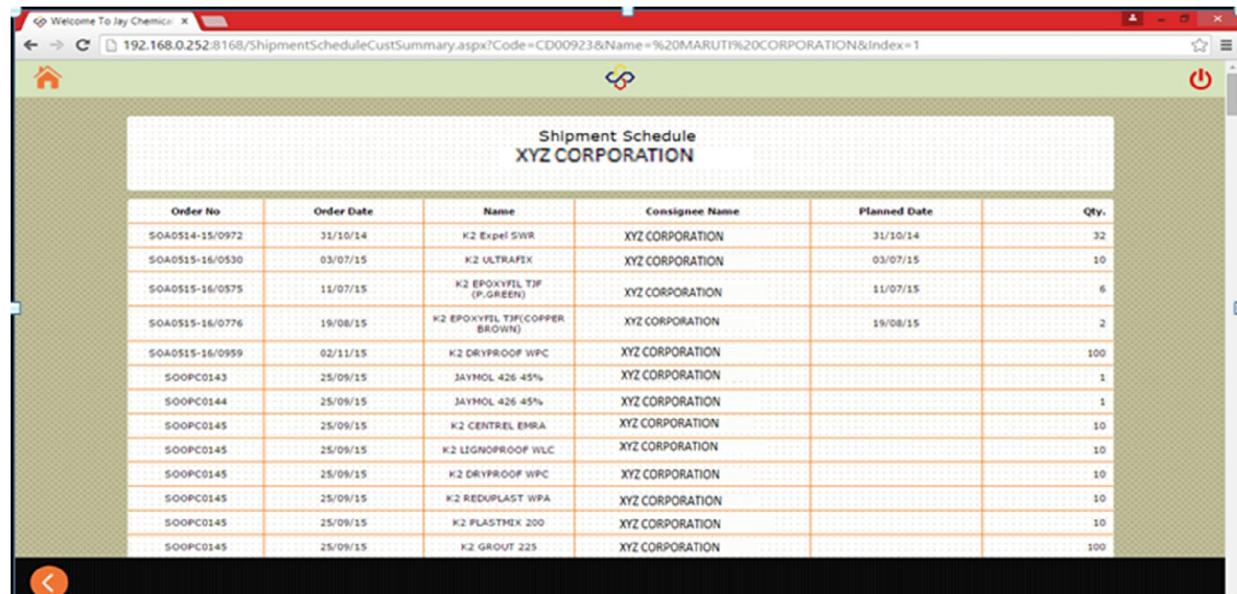
- ✓ This will provide a complete summary of the particular product and the orders placed for that particular product along with the Reference Order No., date, particulars of the item ordered.



Order No	Order Date	Name	Planned Date	Qty.
SOA0515-16/0530	03/07/15	XYZ CORPORATION	03/07/15	10
SOOPC0152	26/09/15	XYZ CORPORATION		10
		TOTAL		20

#### ✓ SHIPMENT SCHEDULE CUSTOMER WISE SUMMARY

A Complete summary of customer wise order raised by the Agent, along with its referential details of the order, quantity, shipment schedule etc. shall be provided for the ready reference of the Agent by CLICK.



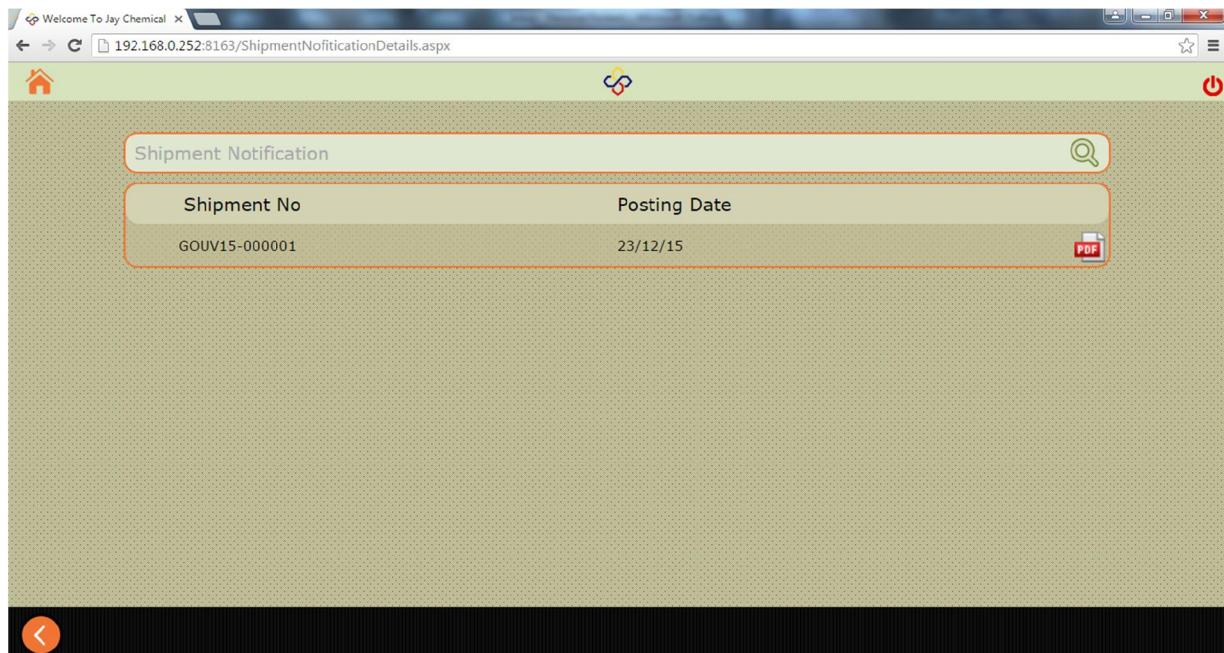
Order No	Order Date	Name	Consignee Name	Planned Date	Qty.
SOA0514-15/0972	31/10/14	K2 Epoxy SWR	XYZ CORPORATION	31/10/14	32
SOA0515-16/0530	03/07/15	K2 ULTRAFIX	XYZ CORPORATION	03/07/15	10
SOA0515-16/0575	11/07/15	K2 EPOXYFIL TJP (P.GREEN)	XYZ CORPORATION	11/07/15	6
SOA0515-16/0776	19/08/15	K2 EPOXYFIL TJP (COPPER BROWN)	XYZ CORPORATION	19/08/15	2
SOA0515-16/0959	02/11/15	K2 DRYPROOF WPC	XYZ CORPORATION		100
SOOPC0143	25/09/15	JAYMOL 426 45%	XYZ CORPORATION		1
SOOPC0144	25/09/15	JAYMOL 426 45%	XYZ CORPORATION		1
SOOPC0145	25/09/15	K2 CENTREL EMRA	XYZ CORPORATION		10
SOOPC0145	25/09/15	K2 LIGNOPROOF WLC	XYZ CORPORATION		10
SOOPC0145	25/09/15	K2 DRYPROOF WPC	XYZ CORPORATION		10
SOOPC0145	25/09/15	K2 REDUPLAST WPA	XYZ CORPORATION		10
SOOPC0145	25/09/15	K2 PLASTMIX 200	XYZ CORPORATION		10
SOOPC0145	25/09/15	K2 GROUT 225	XYZ CORPORATION		100

✓ **SHIPMENT NOTIFICATION**

**CLICK ON DASHBOARD    SHIPMENT NOTIFICATION:**

If the Agent wants to track the shipment of his order placed, CLiCK provides the Agent and option of "Shipment Notification"; whereby the Agent can view the "Outward Gate Entry Notification" of his Shipment from JAY. This will include the complete details of his shipment, the location, Date of outward entry, the mode of transportation etc.

It makes easier for the Agent to track down his shipment.



✓ **ACCOUNT STATEMENT PROCESS**

CLiCK allows you to view your complete ledger with JAY. The Account statement will have a complete summary of the Agent's account, his overdue amount, due in next 7 days, total outstanding and account statement information.



✓ **CLICK ON DASHBOARD ACCOUNT STATEMENT**

✓

A screenshot of a web browser window titled "Welcome To Jay Chemical". The URL in the address bar is "192.168.0.252:8168/AccountStatement.aspx". The page displays an "Account Statement" section with the following data:

Category	Value
Overdue	(₹) 1764502
Due in next 7 Days	(₹) 0
Total Outstanding	(₹) 1764502
Account Statement	

✓ **ACCOUNT STATEMENT OVERDUE AMOUNT**

Agent will be able to view his outstanding dues with JAY anywhere in the world, with the help of CLICK. This will help him to preplan his business as per his comfort. JAY has taken utmost care in keeping the records and information of each of its AGENT's with high security in CLICK. Which will provide assurance to the Agent's that their confidential business information remains safe in this Application.

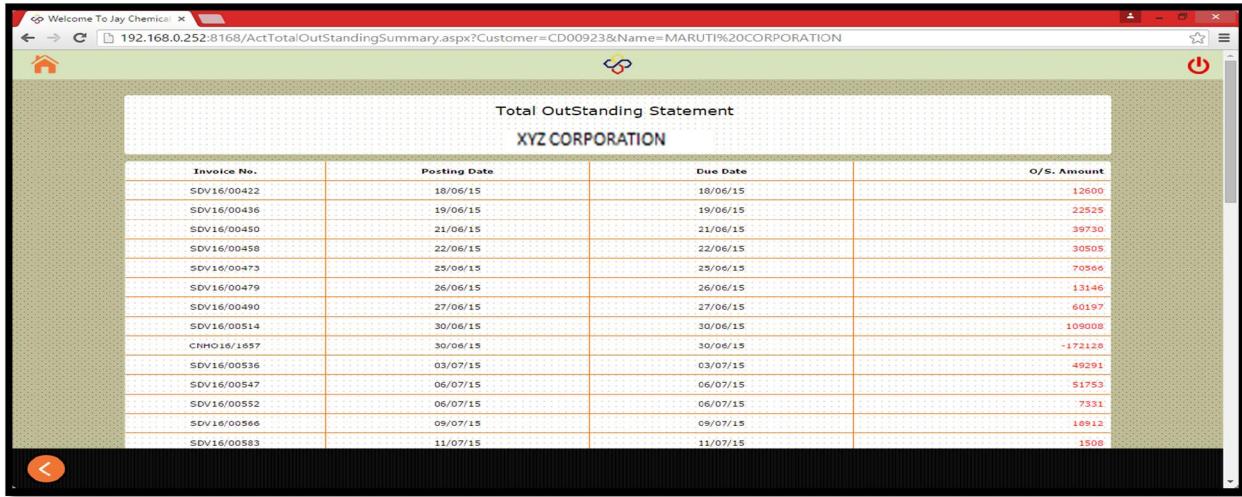
Though one cannot ignore the fact that the security web walls of any application are also prone to cyber flaws.

A screenshot of a web browser window titled "Welcome To Jay Chemical". The URL in the address bar is "192.168.0.252:8168/ActOverDueSummary.aspx?Customer=CD00923&Name=MARUTI%20CORPORATION". The page displays an "Overdue Statement" section for "XYZ CORPORATION" with a table of invoices:

Invoice No.	Posting Date	Due Date	O/S. Amount
SDV16/00422	18/06/15	18/06/15	12600
SDV16/00436	19/06/15	19/06/15	22525
SDV16/00450	21/06/15	21/06/15	39730
SDV16/00458	22/06/15	22/06/15	30505
SDV16/00473	25/06/15	25/06/15	70566
SDV16/00479	26/06/15	26/06/15	13146
SDV16/00490	27/06/15	27/06/15	60197
SDV16/00514	30/06/15	30/06/15	109008
CNH016/1657	30/06/15	30/06/15	-172128
SDV16/00536	03/07/15	03/07/15	49291
SDV16/00547	06/07/15	06/07/15	51753
SDV16/00552	06/07/15	06/07/15	7331
SDV16/00556	09/07/15	09/07/15	18912
SDV16/00583	11/07/15	11/07/15	1508

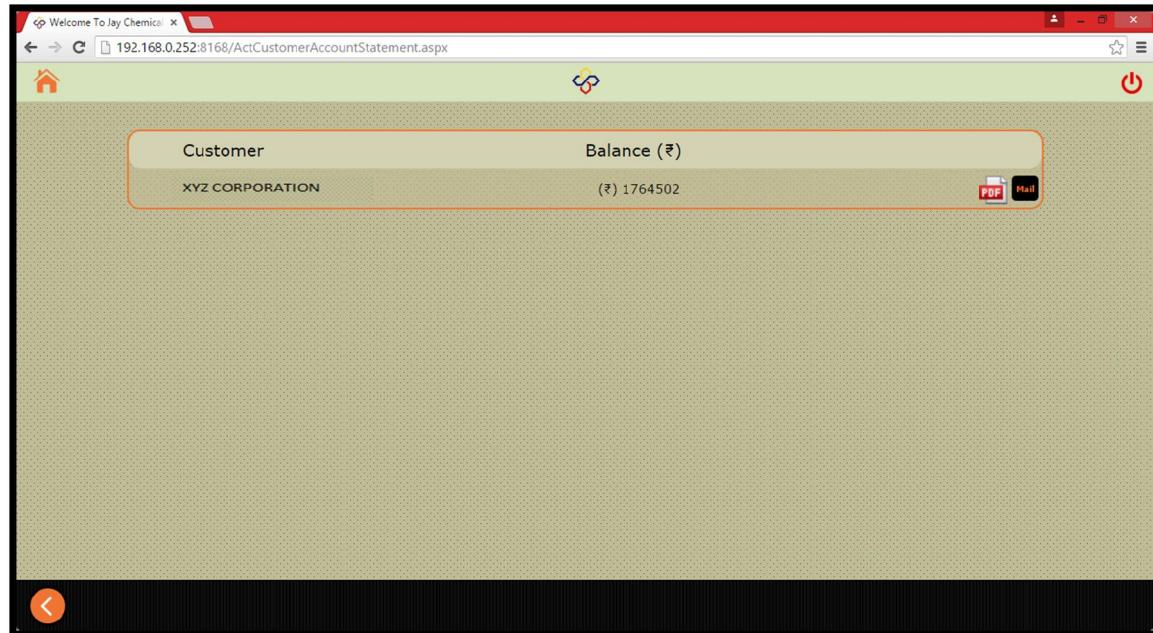
✓ **ACCOUNT STATEMENT TOTAL OUTSTANDING**

In case if the Agent wants to view his total outstanding as per his invoice, CLiCK will provide the option go Total Outstanding whereby the Agent will be able to view his invoices raised, the date of the Amount, the due date and the O/s Amount.



Total OutStanding Statement			
XYZ CORPORATION			
Invoice No.	Posting Date	Due Date	O/S. Amount
SDV16/00422	18/06/15	18/06/15	12600
SDV16/00436	19/06/15	19/06/15	22525
SDV16/00450	21/06/15	21/06/15	39730
SDV16/00458	22/06/15	22/06/15	30505
SDV16/00473	25/06/15	25/06/15	70566
SDV16/00479	26/06/15	26/06/15	13146
SDV16/00490	27/06/15	27/06/15	60197
SDV16/00514	30/06/15	30/06/15	109008
CNHO16/1857	30/06/15	30/06/15	-172128
SDV16/00536	03/07/15	03/07/15	49291
SDV16/00547	06/07/15	06/07/15	51753
SDV16/00552	06/07/15	06/07/15	7331
SDV16/00566	09/07/15	09/07/15	16912
SDV16/00583	11/07/15	11/07/15	1508

- ✓ Account statement will also provide the Agent a customer wise summary of his o/s dues.

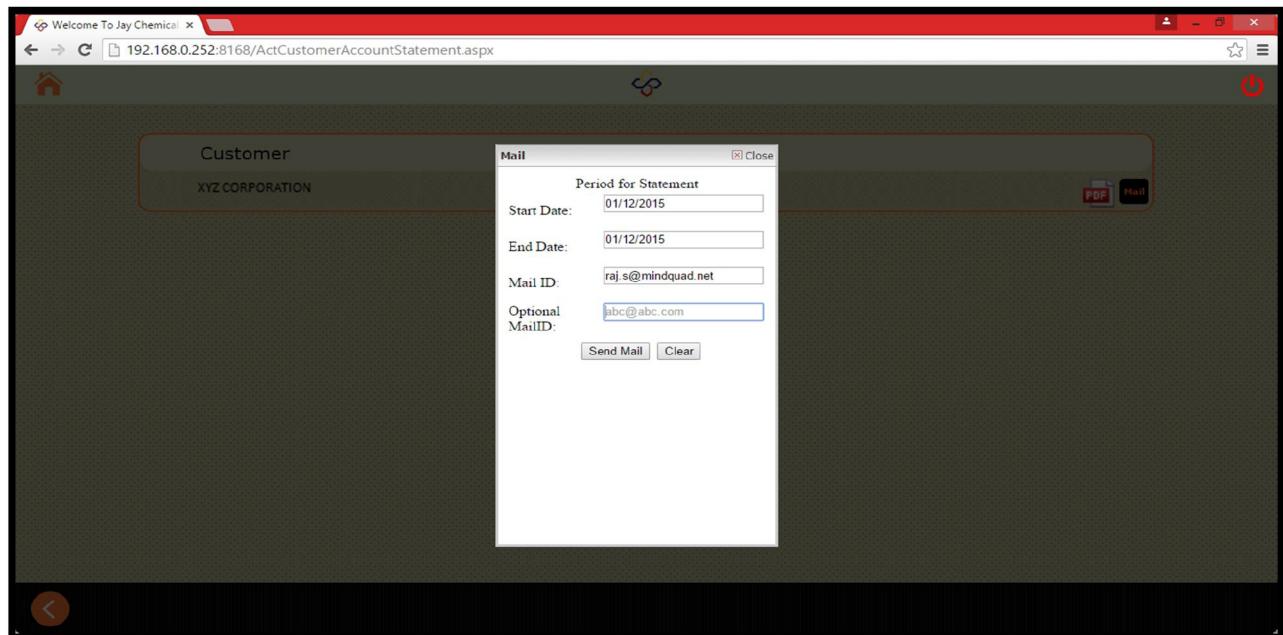
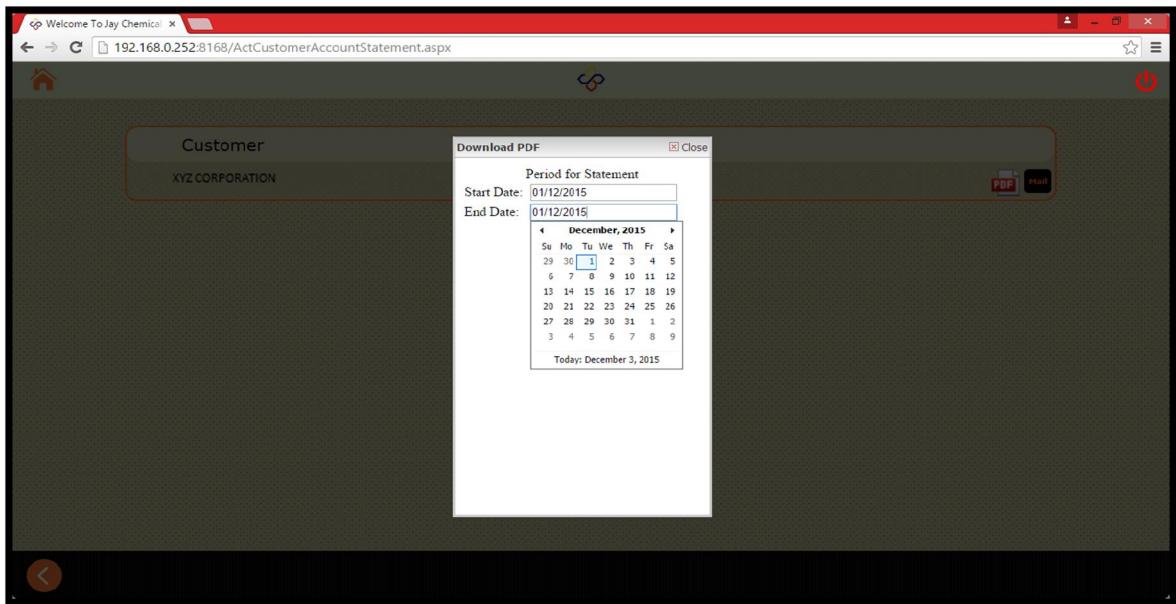


Customer	Balance (₹)
XYZ CORPORATION	(₹) 1764502

- ✓ CLiCK will also provide Agent with the option of downloading the statement in the PDF format as per the below screen and also to send the Statement to any other recipient through the options available.



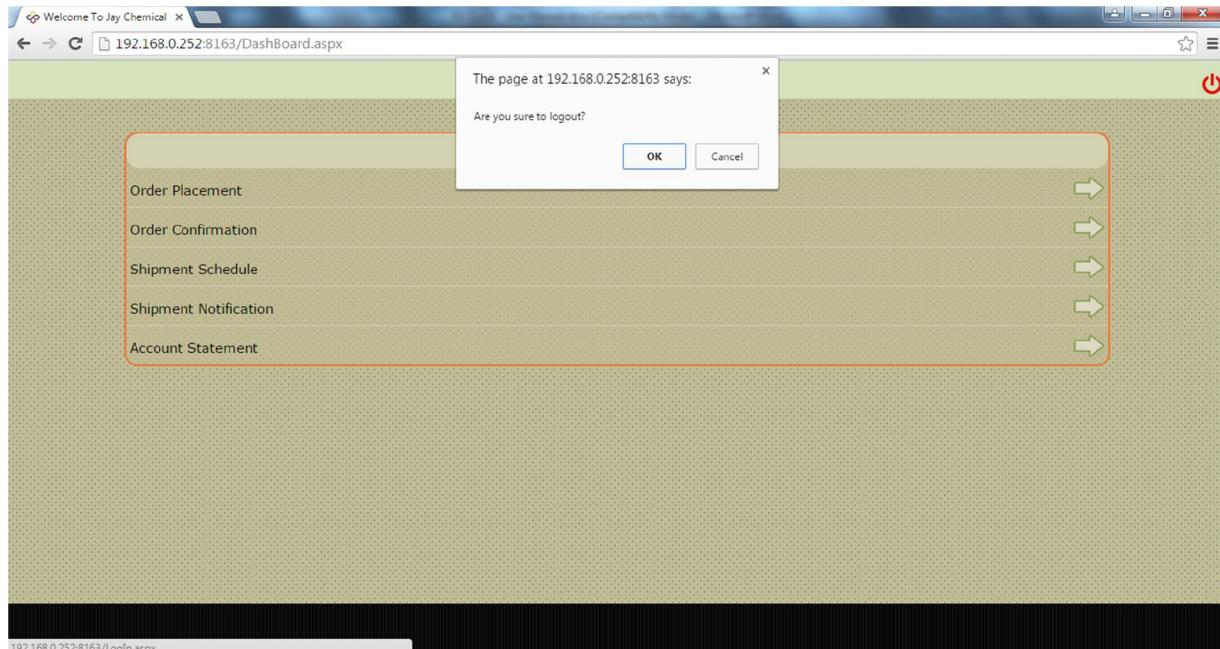
Kindly refer to the below screens for your ready reference.





### ✓ LOG OUT

In the end the Agent can log out from the application using the click on Shut down button and it will pop-up message for log out. Kindly note that once the Agent Log outs from CLiCK, the saved items in the cart will be removed from the CART and the Agent will again have to choose for a fresh transaction.



*We hope that the above presentation will guide you thoroughly. If not then you can always contact our Admin with your queries and suggestions or always drop a mail to [salescok2@jaychemical.com](mailto:salescok2@jaychemical.com). We normally revert back with all the queries within 1-2 working days.*

*Enjoy your experience through CLiCK.*

*Thank You*