

# CLiCK

**User Manual** 

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### **Preface**

Application is useful for online order placing. It is useful for all agents that are dealing with us. As per current market strategy all are dealing using online system.

JCIL, also started the pure focus of making everything online for their agents who are dealing for selling the products. Agents can easily check the Shipment information and also shipment schedules of the products. Agent can place the orders on behalf of their respective customers. Agents can easily place the order and also get the account summary easily. Agents can easily get the update of their orders.

Agent can work very quickly on the product purchase. Agents will get the product list as per their customers from the application. Application will automatically fill the prices of the product based on the price list provided by JCIL. Process of placing the orders are now on few clicks process. Agent don't need to worry about anything else. Place the order and product will be deliver to customer as per order quantity and as per time being. Hassle-free system gives more accuracy for the product purchase and easy access of getting summary of all the information.

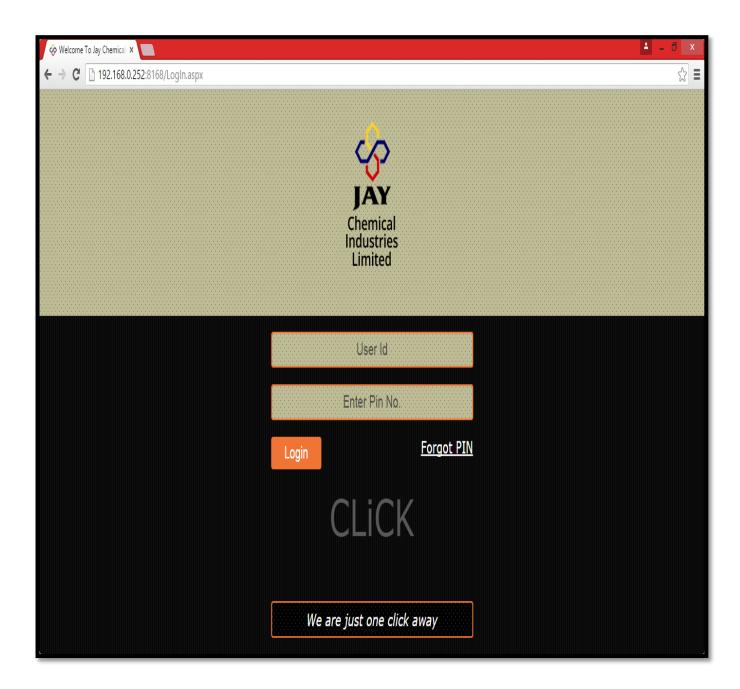
Web URLs: - http://117.247.80.221:8163/

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### **Login Screen**

For access of application, enter User name and Password. User name and password will be provided by Jay Chemicals Pvt.Ltd to all agents. In Case if you don't have any user name and password please contact admin department of Jay Chemicals Pvt.Ltd.

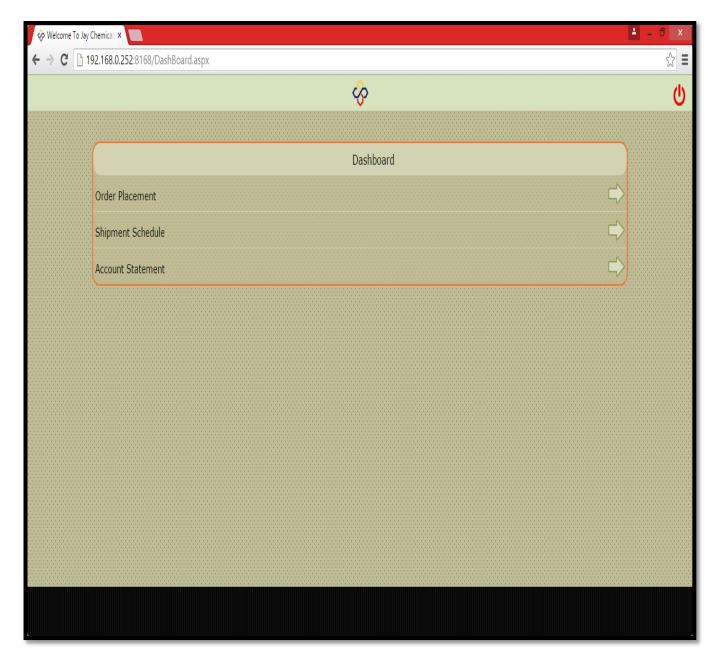


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## **Dashboard Screen**

After successful login in the application, Dashboard screen will be shown. Dashboard will have different menu option.

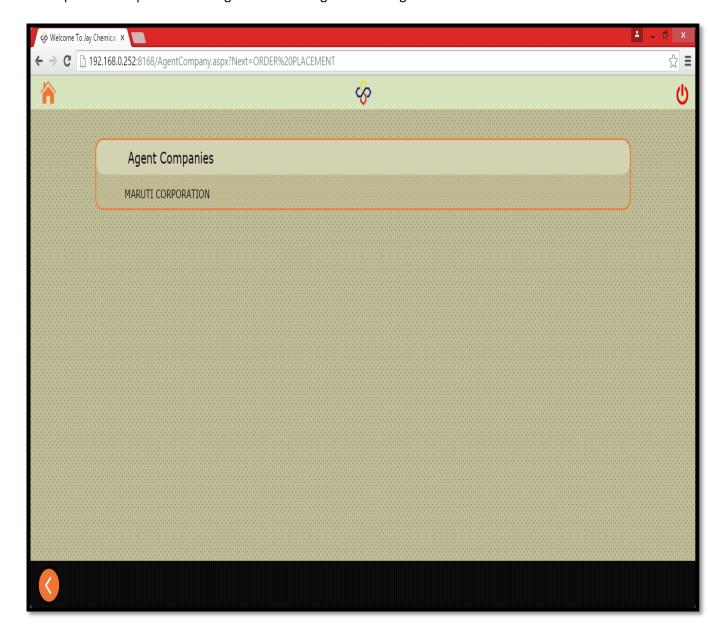


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# Click on Dashboard -> Order Placement -> Agent Companies

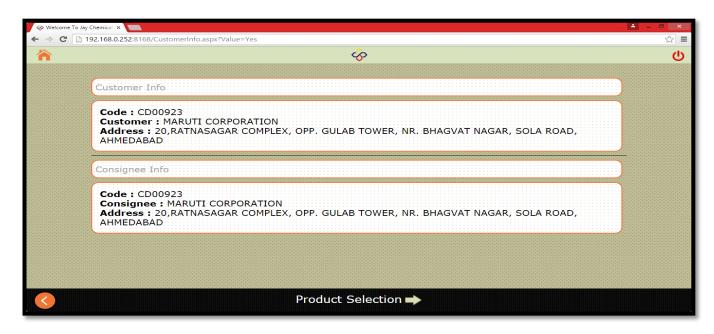
After clicking on Order placement, it will redirect to Agent companies list. Based on agent login, it will list out the respective companies of the agent with who agent is dealing.



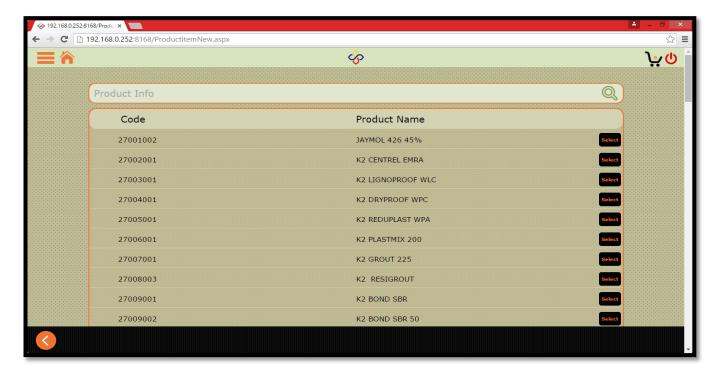
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Click on Dashboard -> Order Placement -> Agent Companies -> Customer - Consignee details



Click on Dashboard -> Order Placement -> Agent Companies -> Customer - Consignee details -> Product Selection. It will display all the products of the particular customer.



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# Click on Dashboard -> Order Placement -> Agent Companies -> Customer - Consignee details -> Product Selection

Search product using product name in product selection section. It will also display the cart information of the product.



# Click on Dashboard -> Order Placement -> Agent Companies -> Customer - Consignee details -> Product Selection

Refer below screen for selecting different product category.



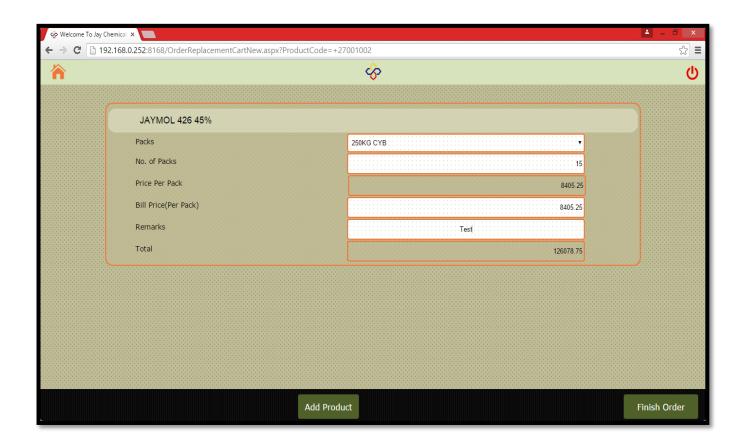
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Click on Dashboard -> Order Placement -> Agent Companies -> Customer - Consignee details -> Product Selection -> Click on Select Option of the product

It will display below screen for feeding information of particular product. Agent needs to select only the packs and price of the product will automatically appear in the bill price and price per pack boxes. Agent can change the bill price of the product as per requirement.

Price cannot be more than 15% higher than price per pack.



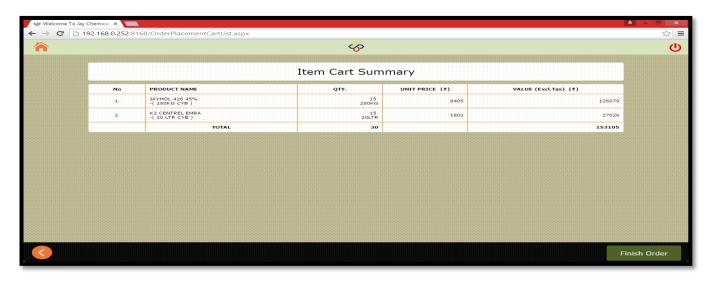
Click on **Add product** for adding other items in the cart. Click on **Finish order** for completing order.

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# Click on Dashboard -> Order Placement -> Agent Companies -> Customer - Consignee details -> Cart Summary

Item Cart summary displays the all the items that are added in the cart. It is just for summary reference.

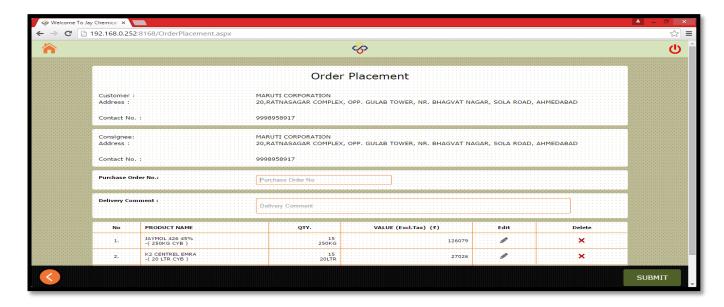


Click on Finish Order button and below screen will appear for completing the process of order placing.

Edit and delete option are also available for the items. If edit will show the product information and user can edit the record.

Add Purchase Order No for reference only.

Add delivery comments, if you required to add any particular note for the order.



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After clicking on Submit button, it will create Order in the JCIL system and It will display the message of order no and also instruction.



**Note: -** This is reference number for order placing. Contact Admin department if you have any query for the order.

As per availability of the product, order will be prioritize for the dispatch. Shipment information will be available in the shipment schedule menu.

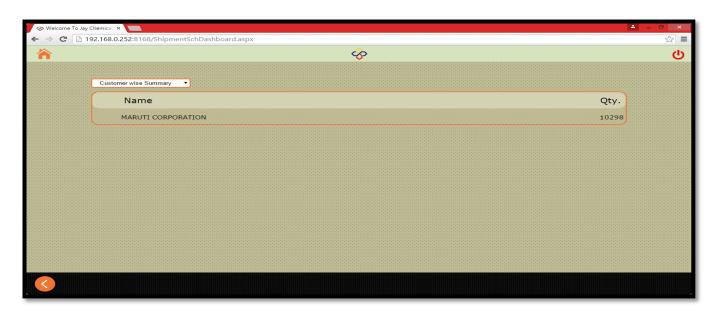
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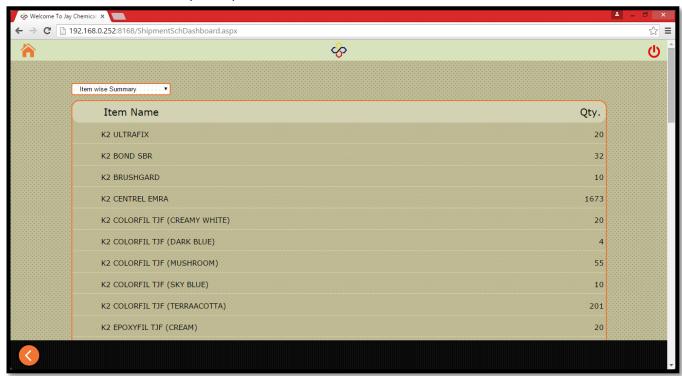
### **Shipment Schedule Process**

### **Click on Dashboard -> Shipment Schedule**

It will display below screen. There are dropdown option available for Shipment information. It will display Customer wise and Item wise summary of shipment quantity.



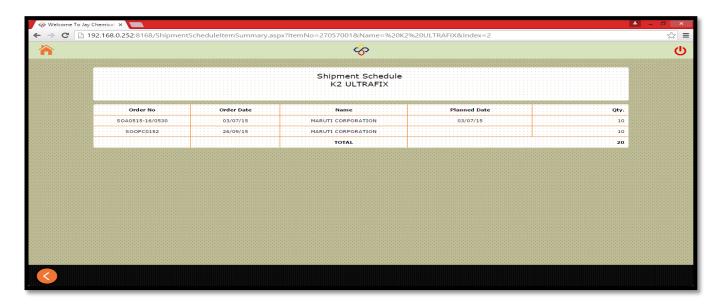
Below is the Item wise summary of Shipment details.



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Click on Dashboard -> Shipment Schedule -> Item wise Summary It will display the order no wise and item no wise summary of the product.



Click on Dashboard -> Shipment Schedule -> Customer wise Summary It will display the Customer wise summary of the product with order no details.



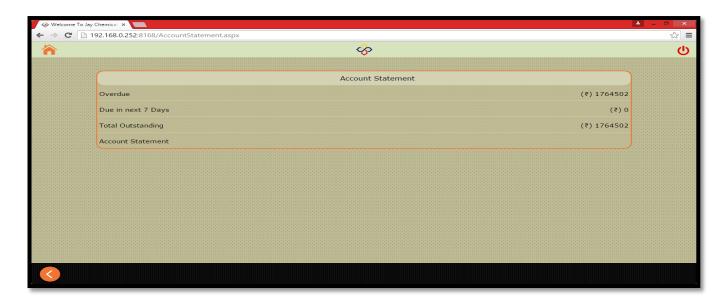
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### **Account Statement Process**

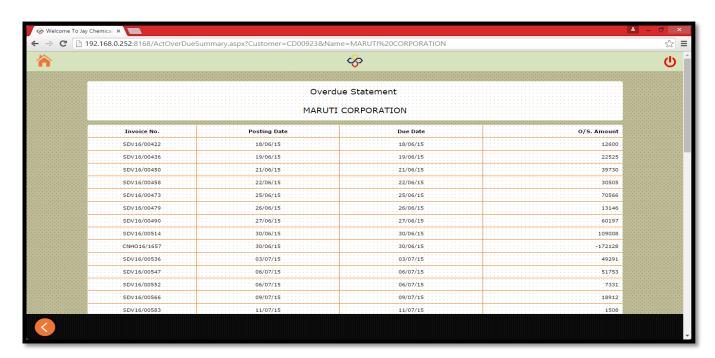
#### Click on Dashboard -> Account Statement

It will display summary of account. Overdue amount, due in next 7 days, total outstanding and account statement information.



### Click on Dashboard -> Account Statement -> Overdue

Overdue Summary by due date and O/s. amount.



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### Click on Dashboard -> Account Statement -> Total Outstanding

It will display the information of O/s amount as per invoice number wise.



Click on Dashboard -> Account Statement -> Account Statement
Account statement will provide information as per customer wise outstanding amount list.

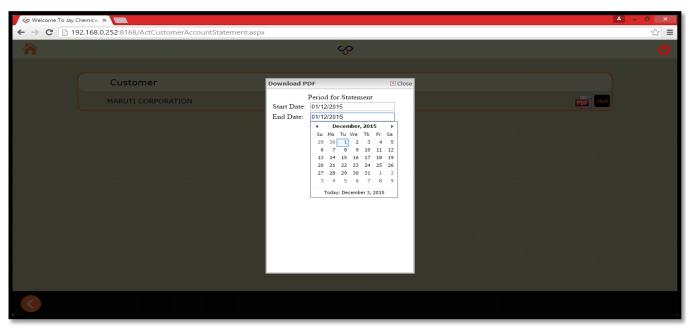


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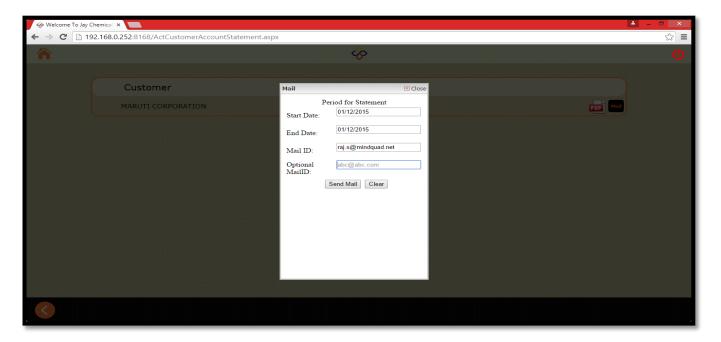
#### Click on Dashboard -> Account Statement -> Account Statement

Account statement section will allow to download the statement in pdf format as per below screen.



### Click on Dashboard -> Account Statement -> Account Statement

Account statement section will allow to mail the statement in pdf format. Option mail id also will help to send mail in another person.

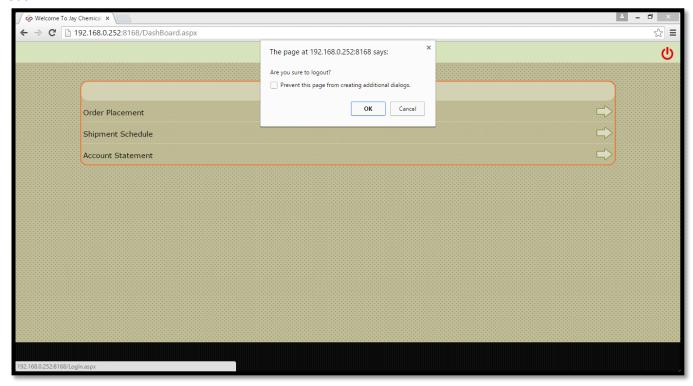


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### Log Out

User can log out from the application using the click on Shut down button and it will pop-up message for log out.



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