

## User Manual for Sangh Pramukh

The initial procedure to open the screen on internet, logging in and changing password is the same as for individual member. Only difference is the login id. For example, the number of the Sangh is 12503GR, the user\_id and first time password are same, i.e., 12503GR. Thereafter system will force you to change password. The following screen will appear on your PC after changing the password successfully.

Sangh Pramukh can check whether all members have filled in their Magani Patrak under the TAB 'Manage Products.' Please note that Sangh Pramukh has only viewing powers and he/she cannot alter or delete the data entered by individual members.

### **Screen No. 1 Sangh Pramukh Login Screen to view products and members' indent.**

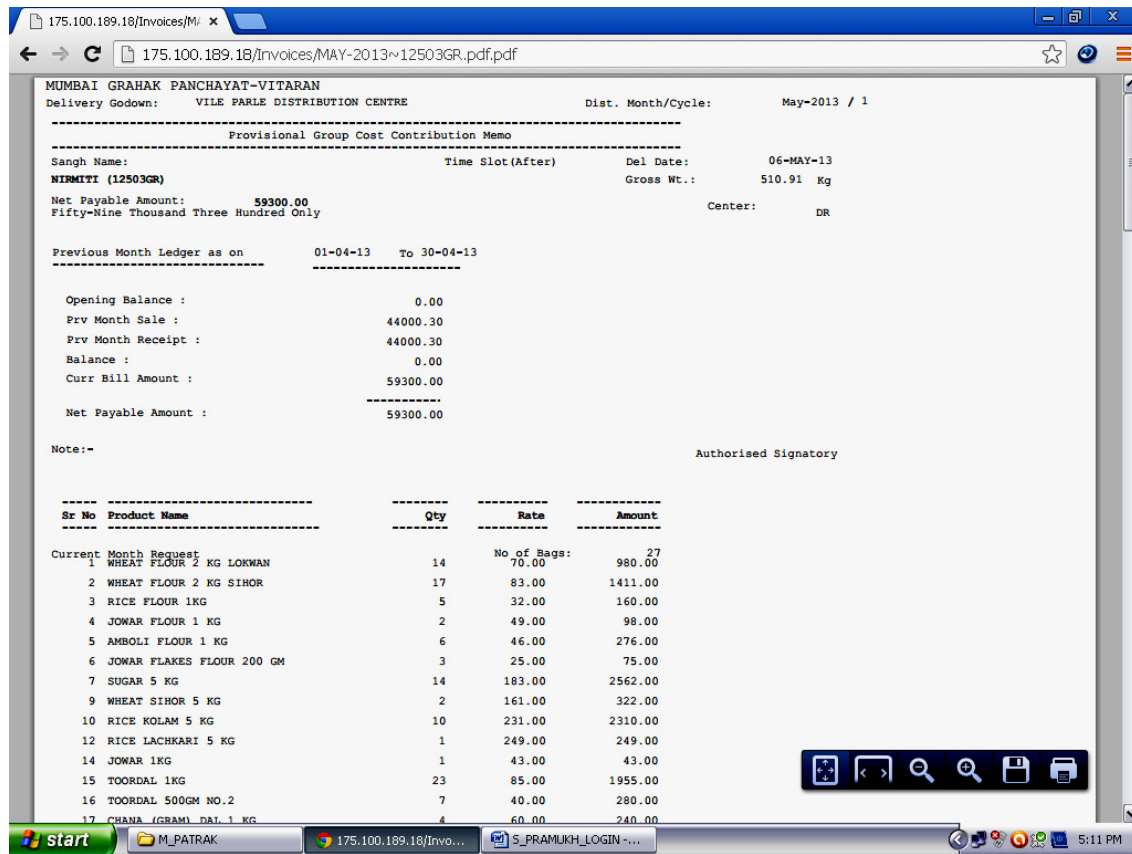
The screenshot displays the Mumbai Grahak Panchayat web application. The browser address bar shows the URL: 175.100.189.18/index.php/ctd\_mgp\_requirementlist/ctd\_func\_view\_Memberorders. The page header includes the logo and name 'Mumbai Grahak Panchayat' and a user welcome message: 'Welcome NIRMITI (12503GR) | 07/08/2013 | Logout'. The main navigation menu contains 'Manage Products', 'Manage Invoices', 'Ledger', and 'Miscellaneous'. Below the menu, the 'Group Name : NIRMITI (12503GR) | Group Code : 929' is displayed. The 'Member Orders' section features a search form with 'Month/Year' set to 'SEP 2013' and 'Member' set to '12503GR001/SHANBHAG SHARAD VASUDEO'. A 'SEARCH' button and 'Price : INR' are also visible. Below the search form is a table with columns: Category, Product, Regional, SP, MRP, and QTY. The table contains one row with the value '0.9672' in the QTY column. The footer of the page reads 'Powered by Retail Whizz | Sanvik Computer Consultants'. The Windows taskbar at the bottom shows the Start button, open applications (M\_PATRAK, Mumbai Grahak Panc..., S\_PRAMUKH\_LOGIN...), and the system tray with the time '5:09 PM'.

Under the option 'Manage Invoice', Sangh Pramukh can view bill for the Sangh. The bill, by default, will be for current month and will be available on 1<sup>st</sup> of every month for which order has been

placed. Sangh Pramukh can also choose any previous month in case of necessity.

The screen will be as under -

**Screen NO. 2 : View, enlarge, move, save or print bill of the Sangh.**



The Sangh bill, as a whole, can be moved at right / left, zoomed in / out, saved on PC and printed, by clicking on the option available at the bottom of the screen. These options will be viewed only when you move the mouse to the right hand bottom of the screen.

To go to previous screen click on Left Arrow at the left hand top corner.

The next screen is to fill up details where you want to unload the goods. Choose 'Miscellaneous' option for this and the following screen will appear.

**Screen No. 3 : Details of the place where goods are to be delivered / unloaded.**

The screenshot shows a web browser window with two tabs for 'Mumbai Grahak Panchayat'. The address bar shows the URL '175.100.189.18/index.php/ctl\_mgp\_login/ctl\_func\_profile'. The page header includes 'Mumbai Grahak Panchayat' and a welcome message for 'HINDU COLONY (32116DR)' dated '26/02/2014'. A navigation menu contains 'Manage Products', 'Manage Invoices', 'Ledger', and 'Miscellaneous'. Below the menu, the group name and code are displayed: 'Group Name : HINDU COLONY (32116DR) | Group Code : 743'. The main content area is titled 'Personalize Details' and contains a form with the following fields: Name (pre-filled with 'HINDU COLONY (32116DR)'), Address, Email, Telephone, and Mobile. An 'Update' button is located at the bottom of the form. The footer of the page states 'Powered by Retail Whizz | Sanvik Computer Consultants'. The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'M\_PATRAK', 'S\_PRAMUKH\_MANUA...', and 'Mumbai Grahak Panc...'. The system clock shows '17:14'.

That's all. But, for the time being Sangh Pramukh has to send the coloured slip giving the above details to Grahak Bhavan. He / she is also required to send the slip to MGP in case there is any addition / deletion of members.

For password related issues call Chandrakant Jadhav or Shilpa Ippa on 26209319 or 26700897 during office hours and they will be pleased to reset your password. They may ask you a few questions to identify whether you are the same person. For other issues, call Chandrakant Jadhav or Suresh Salvi on the same numbers during office hours.

***(Compiled by Abhay Datar, Mumbai Grahak Panchayat)***