

MagTaan User Manual

Login Form:

Magtaan Login Form available for three types of Users.

1. <u>Admin</u>:

You can access all forms of MagTaan application.

2. <u>Management</u>:

You can access all forms of MagTaan application.

3. Employee:

You can access all forms of MagTaan application except Supplier Form, Service Form, And New User Form.

Purchase Order Creator	⊘ MagTa
Letter ber Result Letter ber Letter ber	Enter the Password
	Login Click Open Main Page

The click Login button open Main page and the close button the application Exits.



🖉 Mag Taan	
Master Report NewUser ChangePassword Utilites Logout Exit	
Section 2017 Purchase Order. Ctrl+P	
Add Suppliers Ctrl+U	
Add Services Ctrl+I Create Nouruschare and r Create Nourulteer	
Add Client Ctrl+L Create New purchase order	MacTaan
Add New Suppliers	
Add New	10-
services OMAG TANK	
Create Add New Client	
Cient	
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	1 1495°

<u>New User Form (Ctrl+N):</u>

If you new user fill User Name, Password, Confirm Password, Enter the company E-MailID , company E-Mail password and select Role.

2	New User		×	
		* Mandatory Fields		
	CREATE NEW	USER		
	User Name *	ramesh		
	Password +	******		Enter the Company
	Confirm Password +	******	1	Email ID
	E-MailID 🔹	ramesh@magtaan.com		
	E-Mail Password 🛃	*****		Enter the Company
	Role 🛓	Admin		Password
		CREATE DELETE CLEAR CLOSE		
	User Name	Password EMailID EMailPas		→ Select Roles
	▶ admin	admin info@magtaan.com welcome1		1.Employee
				3.Management
				3. Management



2. Once the username created, next time we can't create the same username.

E	New	User			×	1
				* Mar	ndatory Fields	
	- <u>CR</u>	EATE NEW	USER	<u>L</u>		
	Use	r Name *	rames	h]	
	Pas	sword +]	
	Cont	firm Password *]	
	E-M	aillD 🔹				
	E-M	ail Password 🛓]	
	Role	e *	HanTaa			
			(i)	User Name Already Exits	AR CLOSE	
		User_Name	\checkmark		EMailf	
	•	ramesh		ОК	an.com welcon	
		admin		<u></u>	om welcon	
	<		Ш]	>	

3. But we can update & delete the username details. If you update or delete user details, double click the grid table.

2	New User				
				* Mand	atory Fields
	CREATE N	IEW	USER —		
	User Name •		ramesh		
	Password +		***		
	Confirm Passw	ord +	***		
	E-MailID 🔹		ramesh@mag	gtaan.com	
	E-Mail Passwo	ord 🛓	*******		
	Role 🖌		Admin	*	
			OFDATE		CEUSE
	User_Nar	ne	Password	EMailID	EMailf
	ramesh		ram	ramesh@magtaa	n.com welcor
	admin		admin	info@magtaan.co	m welcon
		Δnv	Undate or del	ete the display of th	
	- A	data	double Click s	how the data's in th	ie l
		text	box		
	<				>

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info@glasoft.com



Change Password (Ctrl+h):

1. If u like to change your Password, Select change password Form

E	Change Password			
		 Mandatory Fields 		
	CHANGE PASS	ramesh	>	Enter User Name
	New Password * Confirm Password * E-MailID*	*** **** ramesh@magtaan.com		
		CHANGE CLEAR CLOSE		
		CX		

2. Enter valid username. The name that you enter is must be in new user, otherwise error must will occur.

🔁 Change Passwo	rd 🛛 🗙
	★ Mandatory Fields
CHANGE	PASSWORD
User Name *	kumar
Old Password	MagTaan X
New Passwor	
Confirm Pass	Please Enter The Valid UserName
E-MailID*	4
	OK



Add Supplier (Ctrl+U):

1. If you are a new supplier, then enter these details. Please enter correct Email Id.

0	Add	Supplier					3
					* Mano	latory Fields	
r	AD	D SUPPL	IER				
	Sup	plier Name 🔹	Enter	The Suppl	lier Name		
	Add	ress ±	Enter	The Suppl	lier Address]	
	Cont	tact No. 🔹	9638	527410			
	E-M	ail ID To 🔹	Enter	The Supplier	r Email ID TO		
	E-Ma	ail ID Cc	Enter	The Supplier	Email ID CC		
						CLOSE	
						CLUSE	
Γ		Supplier Nan	ne	Address	Contact No	Email ID TO	
	•	Ramesh		Chennai	9638527410	test@idealsolu	
		Prem		Chennai	9787079202	prem@ymail.c	
		Preetha		Chennai	8887079202	preetha@gmai	
		Ram		Trichy	8526819848	ram@gmail.co	
		Ramya		Trichy	9095098510	cool.buddy@g	
		Sheela		Trichy	9994047568	sheelaram80@	
1	<					>	

2. But we can update & delete the supplier details. If you update or delete supplier details double click the grid table.

				OFTWAR	E	
🖉 Ada	l Supplier			×	3	
			* Man	datory Fields		
<u>AI</u>	DD SUPPL	IER				
Su	pplier Name 🔹	Ramesh				
Ad	dress 🔹	Chennai				
Co	ntact No. 🔹	9638527410				
E-N	Mail ID To 🛨	test@idealsolutions	travel,sm.ramesh8	2@gma		
E-N	Mail ID Cc	rkalaiit2003@ideak	solutions.travel			
		UPDATE	LETE	CLOSE		
	Supplier Nam	ne Address	Contact No	Email ID TO		
•	Ramesh	Chennai	9638527410	test@idealsolu		
	Prem	Chennai	9787079202	prem@ymail.c		
	Preetha	Chennai	8887079202	preetha@gmai	Any Update or delete the display o	f t
	Ram	Trichy	8526819848	ram@gmail.co	data double Click show the data's in	n tl
	Ramya	Trichy	9095098510	cool.buddy@g	textbox	
	Sheela	Irichy	9994047568	sheelaram80@		
<				>		

3. Once the supplier name created, next time we can't create .Duplicate doesn't allow.

2	Add	Supplier				×
				*	Mano	latory Fields
	AD	D SUPPLII	ER_			
	Sup	plier Name 🔹 🖪	amesh			
	Add	ress ±]
	Con	tact No. 🔹 📃				
	E-M	ail ID To 🔹 🛛				
	E-M	ail ID Cc				
					EAD	CLOSE
					EAR	CLUSE
ſ		Supplier Name	Supplier Name Alr	eady Exits	No	Email ID TO
	۶.	Ramesh	ОК		410	test@idealsolu
		Prem	<u></u>	i	202	prem@ymail.c
		Preetha	Chennai	8887079	9202	preetha@gmai
		Ram	Trichy	8526819	9848	ram@gmail.co
		Ramya	Trichy	9095098	3510	cool.buddy@g
		Sheela	Trichy	9994047	7568	sheelaram80@
	<					3

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Add Client (Ctrl+L):

1. If you are a new client, Please enter Serial No, Client Id.

0	dd C،	lient		X
			* Mandato	ry Fields
r.	AD]	D CLIEN	<u>TT</u>	
:	Seria	l No 🖌 SN	0107	
	Clien	t ID 🔹 🛛 sa		
	AD	DELE	TECLEAR	CLOSE
Г		Serial No	Client ID	^
Þ		SNO106	SS	
		SNO105	SS	
		SN0104	A5	
		SNO103	A4	

2. Once the client ID created, next time we can't create same id, doesn't allow duplicate values.

🗹 Add Client 🛛 🔀
* Mandatory Fields
ADD CLIENT
Serial No + SNO104
Client ID + A1
ADD MagTaan 🗙 OSE
Client ID Already Exits
SNUTUT AZ
SN0100 A1

2. But we can update & delete the client details. If you update or delete client details, double click the grid table.



Add Service (Ctrl+I):

1. If you are enter a new service, Please enter Serial No, Service Name.

🖉 Add	Services		Þ				
		 Mandatory Fi 	ields				
~ <u>AD</u>	D SERVI						
Serial No. * SN0111							
Serv	ice Name 🔹	sa					
	ADD DELETE CLEAR CLOSE						
	Serial No	Service Name	^				
•	SN0110	Ss	=				
	SN0109	Passport					
	SNO108	Visa					
	CN0107	Mark 1					
	SNUTU/	Mobile					

2. Once the service name created, next time we can't create same service name, doesn't allow duplicate values.

Add	Services			×						
			* Mandato	ory Fields						
∼ <u>AD</u>	ADD SERVICE									
Serial No. * SN0110										
Serv	Service Name * Passport									
A										
	Serial No	Se	ervice Name Already Exits	_						
۱.	SNO109									
	SNO108			=						
	SNO107		Mobile							
	SNO106		Tata							
	SNO105		Car	~						



3. But we can update & delete the service details. If you update or delete service details double click the grid table.

🖉 A do	l Services				
- <u>A</u> I Ser Ser	DD SERVI ial No. * vice Name * PDATE	* Mandat CE SNO108 Visa ETE CLEAR	tory Fields		
	Serial No	Service Name	^		
	SNO109	Passport			
•		Visa			Any Undets or delete the display of the
	SN0107	Mobile		\rightarrow	Any update or delete the display of the
	SNO106	Tata			textbox
	SNO105	Car	✓		
				۱ I	

<u>Purchase Order</u> (*Ctrl*+*P*):

1. Select service/product & supplier field using Add supplier & Add service form.

2. Service/Product, Supplier, ClienID, Description fields are must enter.

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Mas	ter Report	NewUser Cha	angePasswor	d Utilites	Logout	Exit							
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		<u>yr</u> () 🚳 🛄											
C		a decto	E MARINE.		matter and							and the second se	
Durch	ent User Name:	admin	E-Mail ID:	testgiason@g	mail.com						• Man	latory Fields	_
Purch	ase Order No .	15122011PO108			E-MailID	To a lar	eetha@gmail.co	m		Our Beference			
Sand	ce / Product +	Hondai	×	ADD SERVICES	E-MailID					Bill To	MagTaan Travel	& Holidays Pyt 1 td	
Supp	lier	Proothe		ADD SUDDI IEDS	Custome	Beference			1	Dill'TO			
oupp		Treedid		ADD SOFFEILING			A	v	ADD CLU	TAIT			
Attac	nariles			ATTACHMENTS	Client ID	*	7						_
Rem	ove attachment	Select an Attachm	ent file to Rem	ove						REMOVE	Value Rs Y	23232	3
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							SEND				DELETE	CLEAR	
	Order No	Services/Products	Suppliers	E-MailID To		E-MailID CC	Custome	r Reference	Client ID	Our Reference	Bill To		De: ^
۲.	15122011P0107	Passport	Ramya	cool.buddy@gr	mail.com				A5	Df	MagTaan Trave	l & Holidays Pvt. Ltd.	fdfd =
	14122011PO99	Hero	Prem	prem@ymail.co	om				A5		MagTaan Trave	l & Holidays Pvt. Ltd.	nmi
	14122011PO98	Day	Ramya	cool.buddy@gr	mail.com				A1		MagTaan Trave	l & Holidays Pvt. Ltd.	nmi
	14122011PO97	Hero	Preetha	preetha@gmai	l.com				A2		MagTaan Trave	l & Holidays Pvt. Ltd.	nmi
	14122011P096	Hondai	Ss	ss@gmail.com		s@gmail.com	Dfd		A2		MagTaan Trave	l & Holidays Pvt. Ltd.	nmi
	14122011P095	Tata	Prem	prem@ymail.co	om				A4		MagTaan Trave	l & Holidays Pvt. Ltd.	nmiv
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3. If you select Passport or visa in service form must enter the reference. Otherwise no need. Customer reference, value, EmailID Cc is optional.



🙆 Maj	g Taan - [Purchase	Order]								
Ма	ster Report	NewUser Char	ngePasswor	d Utilites Logout E	Exit					
-										
Curi	rent User Name:	admin	E-Mail ID:	testglasoft@gmail.com					 Mandatory Fields 	
Purc	hase Order	1510001100100								
Pure	chase Urder No. •	15122011P0106		E-MailD I	o • preet	na@gmail.com		Jur Reference	hjhjhjh	-
Sen	rice / Product •	Passport		ADD SERVICES E-Mailid C				3111 1 0	Magiaan Travel & Holidays Pvt. Lto	
Sup	piler •	Preetha		ADD SUPPLIERS	Reference					
Atta	ch a Files			ATTACHMENTS Client ID	• [44	×.	ADD CLIENT			
Ren	nove attachment	Select an Attachme	nt file to Remo	ive				REMOVE	Value Rs Y 23	2323
Des	cription 🔹	welcome								~
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						SEND			DELETE CLEAR CLO	SE
	Order No	Services/Products	Suppliers	E-MailID To	E-MailID CC	Customer Reference	Client ID	Our Reference	Bill To	De: ^
•	15122011P0107	Passport	Ramya	cool.buddy@gmail.com			A5	Df	MagTaan Travel & Holidays Pvt. I	Ltd. fdfd ≡
	14122011P099	Hero	Prem	prem@ymail.com			A5		MagTaan Travel & Holidays Pvt. I	td. nmi
	14122011P098	Day	Ramya	cool.buddy@gmail.com			A1		MagTaan Travel & Holidays Pvt. I	td. nm
	14122011P097	Hero	Preetha	preetha@gmail.com	a (Damail an	DG	AZ A2		Magiaan Iravel & Holidays Pvt.	td. nmi
	14122011P096	riongai Tata	ðs Prem	ss@gmail.com	s@gmail.com	Dia	RZ M		MagTaan Travel & Holidays Pvt.	td nmi
<	14122011P095	1 0 10	Fiem	premeyman.com	I	I	244	1	Magraan mayel & Holldays FYC	
	stand a sur	L talan (a) at								
- 	tart 🧿 Gmai	1-unbox (3) - sh 🛛 🕙 F	rimu mames - Goog	I 🔰 Magitaan	🔷 Plagi aan (Runni	ng) 🔤 Magi aan Userm	anual 🛛 🖉 N	iag Taan - [Purchas		2 12:03 PM

4. If you select supplier, the corresponding supplier Emailed displayed.

5. Attach, what file you like to send example Passport scan copy and visa.

6. If u attach a wrong file, remove button is used to remove the unwanted files.

7. If you enter all details, then click the send button the attached file sends to the corresponding Email id.

8. We can update & delete the Purchase Order details. If you update or delete Purchase Order details double click the gridtable.

🖉 Mag Taan - [Purchase Order]						. 🖻 🛛
Master Report NewUser ChangePass	word Utilites Logout	Exit				
Current User Name: admin E-Mail	ID: testglasoft@gmail.com				 Mandatory Fields 	
Purchase Order						
Purchase Order No. + 14122011PO99	E-MailID	To 🔹 🛛 premé	gymail.com	Our Reference		_
Service / Product • Hero	ADD SERVICES E-MailID	cc		Bill To	MagTaan Travel & Holidays Pvt. Ltd.	
Supplier • Prem •	ADD SUPPLIERS Customer	Reference				
Attach a Files	ATTACHMENTS Client ID	• A5	¥	ADD CLIENT		
Remove attachment Select an Attachment file to F	lemove			REMOVE	Value Rs 🖌	
Description • nmn						~
						~
			UPDATE		DELETE CLEAR CLOSE	
Order No Services/Products Supplier	s E-MailID To	E-MailID CC	Customer Reference	Client ID Our Reference	Bill To	De: ^
15122011P0107 Passport Ramya	cool.buddy@gmail.com			A5 Df	MagTaan Travel & Holidays Pvt. Ltd.	. fdfd =
14122011P099 Hero Prem	prem@ymail.com			A5	MagTaan Travel & Holidays Pvt. Ltd	. nm
14122011P098 Day Ramya	cool.buddy@gmail.com			A1	MagTaan Travel & Holidays Pvt. Ltd	. nmi
14122011PO97 Hero Preetha	preetha@gmail.com			A2	MagTaan Travel & Holidays Pvt. Ltd.	. nmi
14122011PO96 Hondai Ss	\$\$@gmail.com	s@gmail.com	Dfd	A2	MagTaan Travel & Holidays Pvt. Ltd.	. nmi
14122011P095 Tata Prem	prem@ymail.com			A4	MagTaan Travel & Holidays Pvt. Ltd.	. nmi 🗸
<	111					>
Start G Gmail - Inbox (3) - sh 💽 HTML Frames	- Googl 🦾 MagTaan		ng) 📑 MagTaan Userm	anual 🛛 🖉 Mag Taan - [Purchas	() K 🔊	12:06 PM



View Purchase Report (Ctrl+R):

 Select one Order No, the corresponding login person name will be displayed, and then the MailiD will be displayed, who you have to send.
 Click send button the mail will send.

🖉 Mag Taan - [Mag Taan Report View Form]					
Master Report NewUser ChangePasswo	ord Utilites L	.ogout Exit			
😽 🐜 🕥 💒 🕹 🗊 🚨 📼 🗐 🕕	X				
REPORTS					
Order No 12122011PO17 🍸 Suppli	ier Name: Hondai	Email ID : sm.rame	sh82@gmail.com	SEND MAIL CLOSE	
🕼 🚈 🛠 🚼 н ч 🕨 н 😓 🗷 АА АА? • —					
Main Report					
					<u>^</u>
			\cap	Ma Tan	
	Purchase Order		\bigcirc	wagiaan	
	Order No.	: 12122011P017	Customer Reference :		
	Services/Product	: Hondai	Our Reference :		
	Suppliers	: Ram	Bill To : MagTaan Tra	vel & Holidays Pvt. Ltd.	
	E-Mail ID	: sm.ramesh82@gmail.com	Requested by ; admin		
		Description		Value / Oty	
				Tulue) Qty.	
	test				
Start Start Shello FM Radio	🐸 Magilaan	Local Disk (h:)	Mag Tai	an - [Ma 🔤 Magilaan Userm	······································

View Purchase Report Date Wise (Ctrl+D):

1. Select from date and to date, then click display button. The details will be displayed between the from date & to date.

2. Select username or supplier or service the person order no only displayed.

🖉 Mag Taan - [MagTaanReport]								
Master Report NewUser ChangePa	ssword Utilites	Logout	Exit					
SEARCH BY ORDER DATE								
Date From 02/11/2011 💌 Date To 03/01/	2012 🛛 🗹 DISPL	AY EXCEL	User Name Sele	t User Name 🗸 👻	Services Service/Product	👻 Supplie	rs Supplier 🗡	CLOSE
Main Report			Sel	ct User Name	Select Servic	95	Select Suppliers	
main Report	-		361	ect Oser Name	Select Servic	23	select suppliers	
Select From Date Select To da	ite				0.			
					\bigcirc \land	laglaan		
	OrderNo	Services	Supplier	User	OurRef	Client ID		
	12122011PO15	Day	Ram	admin		A1		
	12122011PO16	Day	Ram	admin		A3		
	12122011PO17	Hondai	Ram	admin		A3		
	12122011PO18	Day	Ram	admin		A2		
	13122011PO19	Hondai	Ram	admin	Our Ref	A4		
	13122011PO20	Hero	Ramya	admin	OurReference	A1		-
	13122011PO21	Passport	Sheela	admin	Test	A1		
	13122011PO22	Car	Sheela	admin		A2		
	13122011P023	Car	Sheela	admin		A2		
	13122011P024	Day	Sheela	admin	Our Ref	A2		
	13122011P025	Hondai	Sheela	admin		A3		
	13122011P026	Day	Sheela	admin	Cys	A2		
	13122011P027	Door	Sheela	admin	Cu	A1		
	13122011P028	Hondai	Ram	admin		A2		
	13122011P029	Day	Sheela	admin		A2		
	13122011PO30	Door	Ramesh	admin		A1		
	13122011P031	Day	Ramesh	admin		A2		
	13122011PO32	I Day	Ikamesh	Ladmin	Zeen Sector 100	LA2		