



HMPK

Humari Mange Puri Karo

A DIGITAL DEMAND BOOK

ABHINAV SWAMI
SAE [CSSH IT]

HMPK- USER MANUAL

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Signup

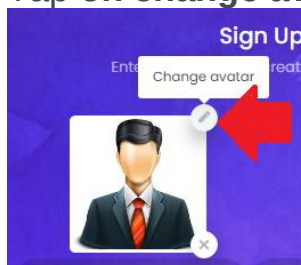
To create a HMPK account:

1. Open your HMPK website by the given URL and tap on **Sign up**

Button.

2. Registration page will now apperas on the screen.

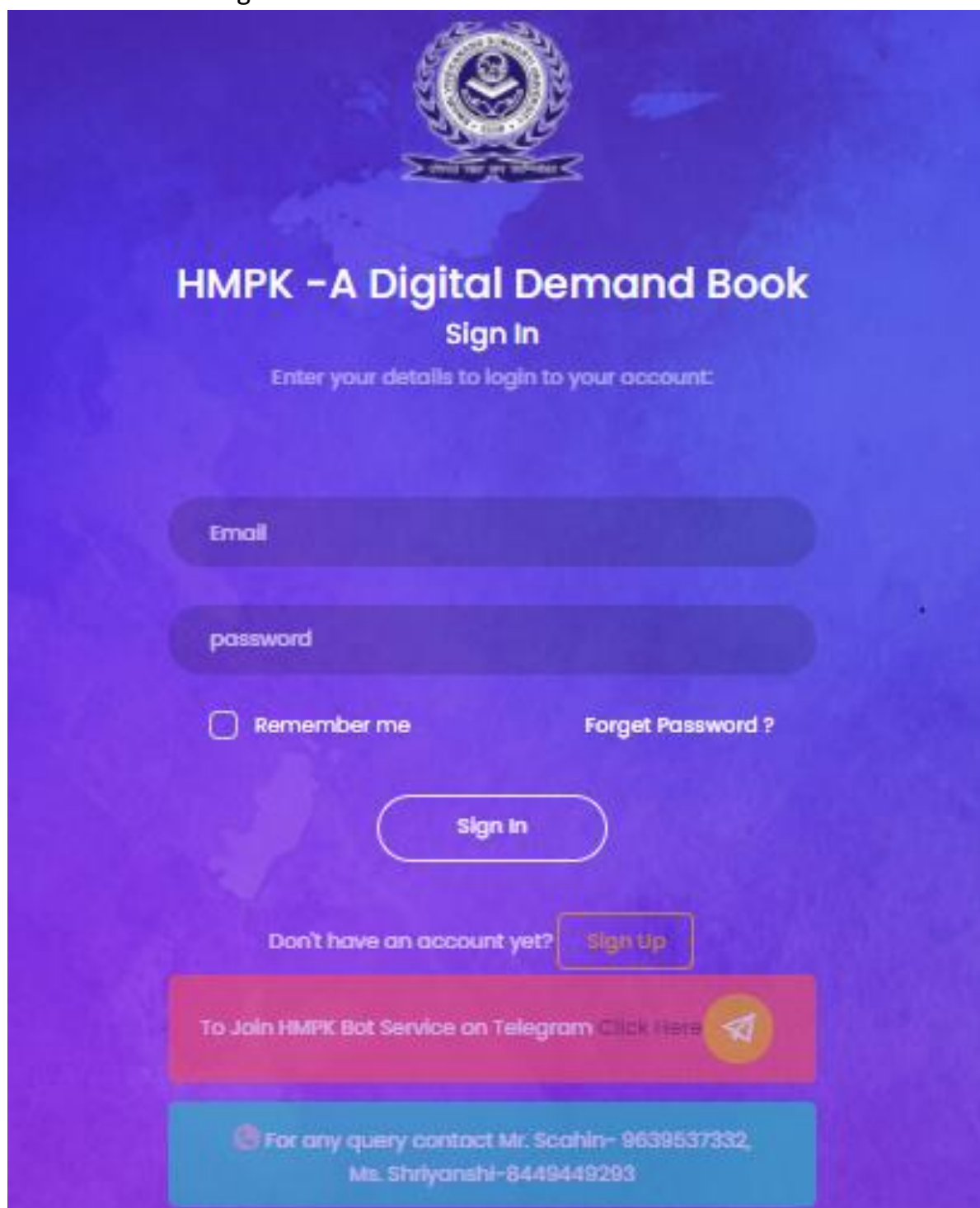
3. Tap on **change avatar** to upload User Image and Signature.



4. Follow the on-screen instructions and enter your name and father name, Email, Password, Date of Birth, Mobile, Designation, Address, College and Department.
5. Tap **Sign Up**.
6. After creating your account, you need to wait at least 24 Hrs to activate your account.
7. In Case of any query kindly contact on helpline number.

Sign-In

After the Activation of User ID and Password, you have to enter Email as a User ID and Password to log in.



The image shows a sign-in page for 'HMPK - A Digital Demand Book'. At the top center is the HMPK logo, which features a circular emblem with a book and a torch, surrounded by the text 'HMPK' and 'HIGHER SECONDARY SCHOOL'. Below the logo, the title 'HMPK - A Digital Demand Book' is displayed in a large, bold, white font, followed by 'Sign In' in a slightly smaller bold font. Underneath, a subtitle reads 'Enter your details to login to your account:'. There are two input fields: 'Email' and 'password', both with rounded rectangular borders. Below the 'Email' field is a checkbox labeled 'Remember me'. To the right of the 'password' field is a link that says 'Forget Password ?'. A large, rounded rectangular 'Sign In' button is centered below these fields. Below the button, there is a link 'Don't have an account yet?' followed by a 'Sign Up' button. At the bottom, there is a red banner with the text 'To Join HMPK Bot Service on Telegram Click Here' and a Telegram icon. Below the red banner is a blue banner with the text 'For any query contact Mr. Sachin- 9639537332, Ms. Shriyanshi-8449449293' and a phone icon.

HMPK - A Digital Demand Book
Sign In
Enter your details to login to your account:

Email

password

☐ Remember me [Forget Password ?](#)

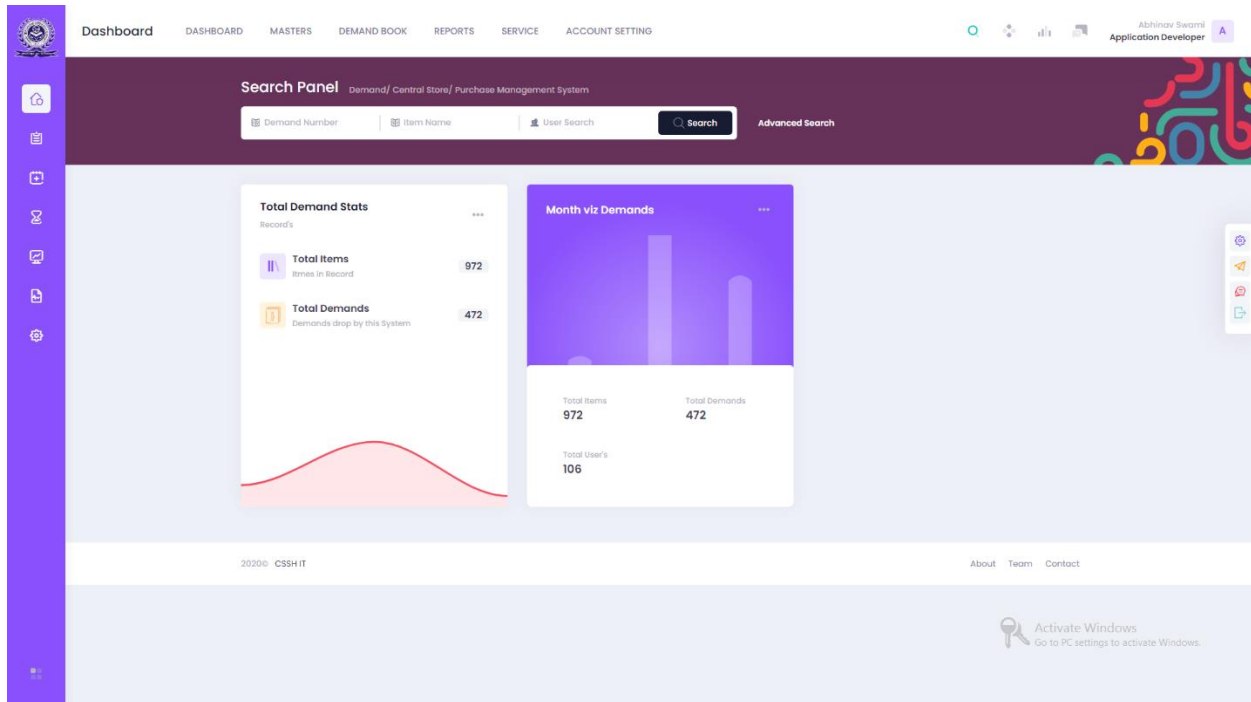
Sign In

Don't have an account yet? [Sign Up](#)

To Join HMPK Bot Service on Telegram [Click Here](#)

For any query contact Mr. Sachin- 9639537332,
Ms. Shriyanshi-8449449293

Dashboard



This Dashboard provide three Menu Panels:

- Left Panel
- Top Menu
- Right Panel

Left Panel

There is a Home Screen button at the top of this panel and below that a Button is Available for My Demands Report and on the third number a Drop Demand Button Available.

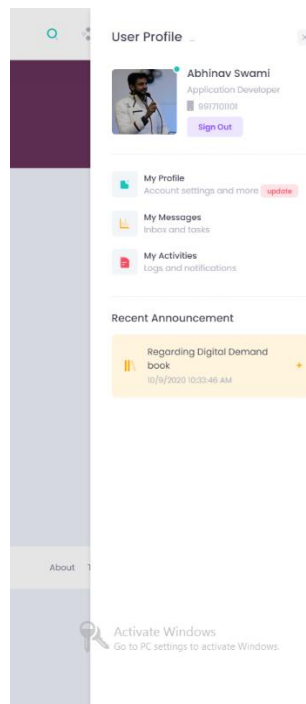
Top Menu

This menu provide all related link which is authorized by the admin. User name is visible on the last of this menu strip.



Right Panel

This panel can be accessed by clicking on the Username that is defined on the main menu bar, as shown in above image.



DROP DEMAND

Demand making process has been completed in 4 stages.

Stage 1:

- Firstly, type the item name. It will provide the suggestion for the correct item. Here you may access item by item or via Item Code.
- Enter Company name and the item Specification.(Non Mandatory Field)
- Now you have to Enter Required Quantity and Balance Stock. (**Mandatory Field****)
- If any Remark you want to enter for that particular item, so enter it by Item Remark.
These remarks would be Urgent, Repair, Not working, etc.
- Item unit is pre-selected with respect to the item. User can be change item-unit in case of “New Item”.
- Now Press Add Button.
- If you want to add more items then repeat above steps otherwise click on “Next” button to go to next section.
- Same item name with same specification will not be possible to add.

The screenshot shows the 'Enter Item Details' form in a web application. The form is divided into several sections for data entry:

- Item Code:** A text field with a search icon and a dropdown showing 'Enter Item Code If Exists'.
- Item Name:** A text field with a search icon and a dropdown showing 'Enter Item Name'.
- Item Company:** A text field with a dropdown showing 'Company'.
- Specification:** A text field with a dropdown showing 'Ex- Gel'.
- Required Quantity:** A text field with a dropdown showing 'Ex- 2'.
- Balance Quantity:** A text field with a dropdown showing 'Ex- 2'.
- Item Unit:** A dropdown menu with a 'Select' button.
- Item Remark (if Any):** A text field with a dropdown showing 'Ex- Reynolds'.

Below the form, there is a table with the following columns: ITEM S.No, ITEMS CODE, ITEMS NAME, COMPANY, SPECIFICATION DETAILS, QTY REQUIRED, TOTAL QUANTITY, BALANCE QTY, TOTAL BAL QTY, REMARK, and REMOVE. The table is currently empty.

At the bottom right of the form, there is a 'NEXT' button.

Stage 2:

- In this stage, User College/Institute, Department, Mobile Number is already filled. The user can enter the Intercom number of his Department, if he wants.

The screenshot displays a web application interface for a demand approval process. The top navigation bar includes links for DASHBOARD, MASTERS, DEMAND BOOK, REPORTS, SERVICE, and ACCOUNT SETTING. A left sidebar contains various icons. The main content area shows a progress bar with four steps: 1. Enter Details, 2. Department/Location, 3. Signator Authority, and 4. Signoff & Submit. The current step is 'Enter the Details of your Department', which contains dropdown menus for 'Department/Institute/College' (selected: CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL) and 'Department' (selected: DMS OFFICE). Below these are input fields for 'Mobile Number' (991710101) and 'Department Extension' (Ex-2001). At the bottom are 'PREVIOUS' and 'NEXT' buttons. The footer includes '2020 © CSSH IT', 'About Team Contact', and an 'Activate Windows' watermark.

Stage 3:

This is a Selection Authority stage. In this user have to select first signatory Authority for demand Approval. Click on “Next”.

The screenshot shows a web application interface with a purple sidebar on the left containing various icons. The top navigation bar includes links for DASHBOARD, MASTERS, DEMAND BOOK, REPORTS, SERVICE, and ACCOUNT SETTING. The user is logged in as 'Abhinav Swami Application Developer'. The main content area displays a progress bar with four steps: 1. Enter Details, 2. Department/Location, 3. Signator Authority, and 4. Signoff & Submit. The current step is '3. Signator Authority', titled 'Select Your Signator Authority'. It features a search bar with the text 'Select Signatory Authority you want to forward...' and a dropdown menu showing 'Dr. Krishna Murty - DMS' with an 'Add' button. Below the search bar, there is a preview of the selected authority: 'Dr. Krishna Murty DMS' with a small profile picture and a red 'X' icon. At the bottom of the form, there are 'PREVIOUS' and 'NEXT' buttons. The footer includes '2020© CSSH IT', 'About Team Contact', and an 'Activate Windows' watermark.

Stage 4:

In this stage, the user can Enter the Demand Remark if required as well as observe his signature.

The screenshot shows the next stage of the web application, titled 'Select your Signature'. The progress bar remains the same, but the current step is '4. Signoff & Submit'. The form displays a checkbox labeled 'Option 1' which is checked. Below the checkbox is a signature image of 'Abhinav Swami'. Underneath the signature, there is a text input field labeled 'Demand Remark' with the placeholder text 'Demand Remark'. At the bottom of the form, there are 'PREVIOUS' and 'SUBMIT' buttons. The footer is identical to the previous stage, showing '2020© CSSH IT', 'About Team Contact', and an 'Activate Windows' watermark.

As soon as the user is satisfied with all his Entries, He can generate Demand by Pressing the Submit button. After pressing the Submit button, The Software will provide you your Demand Number and take you to the My Demand Report page.

MY DEMANDS DASHBOARD MASTERS DEMAND BOOK REPORTS SERVICE ACCOUNT SETTING

Abhinav Swami
Application Developer

My Demands 0 Total Search...

Export Copy Demand Refresh

My Demands
All Demand made easy

DEMAND NUMBER	DEMAND FROM	NAME	CREATION DATE	DEMAND STATUS	REMARK	ACTIONS
101011220025831	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL DMS OFFICE	Abhinav Swami M: 991710101 / E:	12/1/2020 2:58:31 PM	Active	CMOS CELL FOR PC	Print Refresh
101301120103252	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL DMS OFFICE	Abhinav Swami M: 991710101 / E:	11/30/2020 10:32:52 AM	Complete	BLANK CD	Print Refresh

20 Displaying 1 - 2 of 2 records

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Activate Windows
Go to PC settings to activate Windows.

MY DEMANDS

This Page provide all Information about user demand like Demand Number, Demand College/ Department, Prepared by, Demand Creation Date, Demand Status and Demand Remark.

Recently Created demand always look on the Top by Default. User may Sort each and field by clicking on the Column name.

To See the status of the Demand, The User can Click on  the Print Button and look in the Demand note.

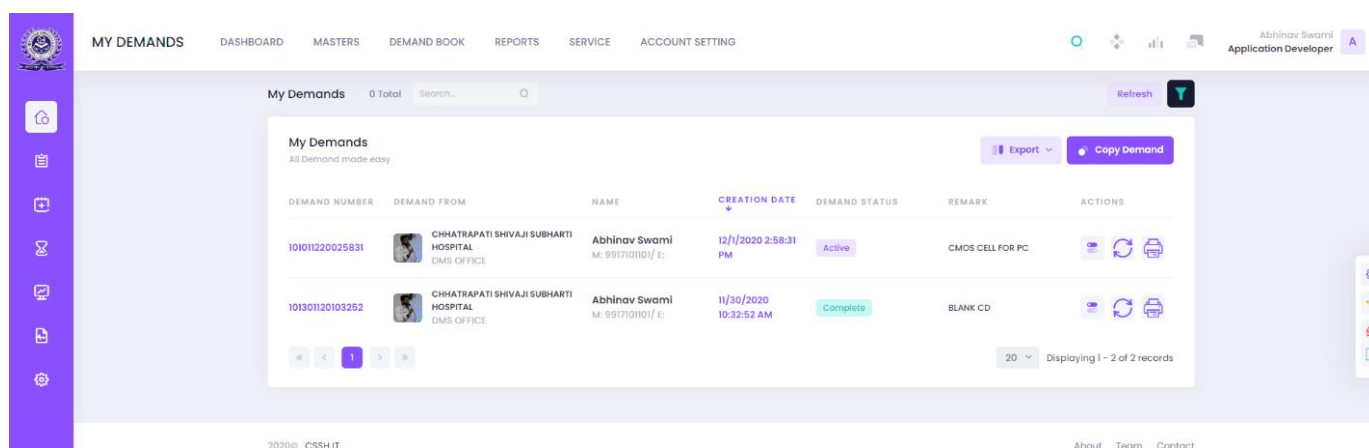
By the help of Action button user can:

Copy Demand: It Allows only to update the Quantity of the Previous Demanded Items and Remove options. New item will not be added.

Inactive Demand: In case of any Mistake, the user may cancel the Demand only if not any Signatory Authority Commented on that Particular Demand.

Update Items: Only Item Quantity can be Updated. No option for Adding new item or remove item Right now.

Update Signatory Authority: To Change Signatory Authority use this Option only if not any Signatory Authority commented on that particular Demand.



MY DEMANDS DASHBOARD MASTERS DEMAND BOOK REPORTS SERVICE ACCOUNT SETTING

Abhinav Swami Application Developer

My Demands 0 Total Search...

My Demands All Demand made easy Export Copy Demand Refresh

DEMAND NUMBER	DEMAND FROM	NAME	CREATION DATE	DEMAND STATUS	REMARK	ACTIONS
101011220025831	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL DMS OFFICE	Abhinav Swami M: 991710101/ E:	12/1/2020 2:58:31 PM	Active	CMOS CELL FOR PC	  
101301120103252	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL DMS OFFICE	Abhinav Swami M: 991710101/ E:	11/30/2020 10:32:52 AM	Complete	BLANK CD	  

2020 © CSSH IT About Team Contact

ALL DEMANDS :

This Report is for Administrator users only. These users can See all the Demand activity and the Activity done by the users of all the Colleges / Departments.

User can also create the report by clicking on report.

Demand Number	User Name	Creation Date	CollegeName	Demand Status	Mobile	Remark	Completion Date	Actions
10104122001102	Satish SHD	12/4/2020 11:02 PM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL GENERAL SURGERY WARD II	Active	9786982487			
1010412200123147	Arun Kumar Technical Support Engineer	12/4/2020 12:34:47 PM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL DEAN OFFICE	Active	978280230			
1010412200122112	Sachin kumar Clerk	12/4/2020 12:21:12 PM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL RADIO-DIAGNOSIS	Active	750069281 3379			
1010412200121432	ShriDeepal Jt. Clerk	12/4/2020 12:14:32 PM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL M.S. Office	Active	843939281 3178			
1010412200115614	ShriDeepal Jt. Clerk	12/4/2020 11:56:14 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL M.S. Office	Active	843939281 3178			
101041220010807	Sreeletha P. P A.N.S	12/4/2020 11:08:07 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL ICU	Active	9639850454 3122			
101041220010546	Satish SHD	12/4/2020 11:05:46 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL GENERAL SURGERY WARD II	Active	9786982487			
101041220010202	Sreeletha P. P A.N.S	12/4/2020 11:02:02 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL ICU	Active	9639850454 3122			
101041220010328	Teena Varma Senior Staff Nurse	12/4/2020 11:01:28 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL ICU	Active	7983234934			
1010412200105423	Teena Varma Senior Staff Nurse	12/4/2020 10:54:23 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL ICU	Active	7983234934			
1010412200105325	Sreeletha P. P A.N.S	12/4/2020 10:53:25 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL ICU	Inactive	9639850454 3122		12/4/2020 11:00:16 AM	
101041220010227	Rajneesh Kumar Sharma SHO	12/4/2020 10:21:27 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL PUBLIC WARD	Active	969801081 3372			
1010412200101820	Aysha Sister J/c OT	12/4/2020 10:18:20 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL OT First Floor	Active	9927819549 3053			
1010412200101159	Aysha Sister J/c OT	12/4/2020 10:15:59 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL OT First Floor	Active	9927819549 3053			
1010412200102459	PRAVEEN KUMAR SHD	12/4/2020 9:24:59 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL ICU	Active	9368113472 3113			
1010412200101734	Ravinder Nursing Officer	12/4/2020 9:17:34 AM	CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL TRAUMA	Active	9568448070 3114			

MY PROFILE/ EDIT USER:

User can update his College, Department, Mobile Number, Profile Picture, Signature etc.

The screenshot shows the 'Edit User' interface for a user named Abhinav Swami. The page has a purple sidebar on the left with icons for home, list, add, edit, and settings. The top navigation bar includes 'EDIT USER', 'DASHBOARD', 'MASTERS', 'DEMAND BOOK', 'REPORTS', 'SERVICE', and 'ACCOUNT SETTING'. The user's name 'Abhinav Swami' and designation 'Application Developer' are shown in the top right. The main content area is titled 'Edit User' and contains a 'Customer Info' section with fields for Avatar, Signature, Name, Designation, and Contact. The 'Name' field is filled with 'Abhinav Swami', 'Designation' with 'Application Developer', and 'Contact' with '9917101101'. There are 'Back' and 'Save Changes' buttons at the top right of the form. The footer includes '2020© CSSH IT', 'About Team Contact', and an 'Activate Windows' watermark.

User Can also request for the deactivation of User Id here.

The screenshot shows the 'Edit User' interface for a user named Abhinav Swami, specifically the 'Account' tab. The page layout is consistent with the previous screenshot. The 'Account' section contains fields for Username (SUPER), College/Institute (CHHATRAPATI SHIVAJI SUBHARTI HOSPITAL), and Department (DMS OFFICE). The 'Security' section includes a 'Login verification' link and a 'Deactivate your account ?' button. The 'Back' and 'Save Changes' buttons are present at the top right. The footer includes '2020© CSSH IT', 'About Team Contact', and an 'Activate Windows' watermark.

To change the current password the user has to remember the previous password.

The screenshot displays a web application interface for editing a user. The top navigation bar includes links for EDIT USER, DASHBOARD, MASTERS, DEMAND BOOK, REPORTS, SERVICE, and ACCOUNT SETTING. The user's name, Abhinav Swami, and role, Application Developer, are shown in the top right. The left sidebar contains various icons for navigation. The main content area is titled 'Edit User' and shows the 'Change Password' tab selected. A warning message states: 'Configure user passwords to expire periodically. Users will need warning that their passwords are going to expire, or they might inadvertently get locked out of the system!'. Below this, the 'Change Or Recover Your Password:' section contains three input fields: 'Current Password', 'New Password', and 'Verify Password'. A 'Save Changes' button is located at the bottom of the form. The footer includes the text '2020© CSSH IT' and 'About Team Contact', along with a Windows activation notice.

EDIT USER DASHBOARD MASTERS DEMAND BOOK REPORTS SERVICE ACCOUNT SETTING

Abhinav Swami Application Developer

Edit User Abhinav Swami

Profile Account **Change Password** Settings

Configure user passwords to expire periodically. Users will need warning that their passwords are going to expire, or they might inadvertently get locked out of the system!

Change Or Recover Your Password:

Current Password

New Password

Verify Password

Save Changes

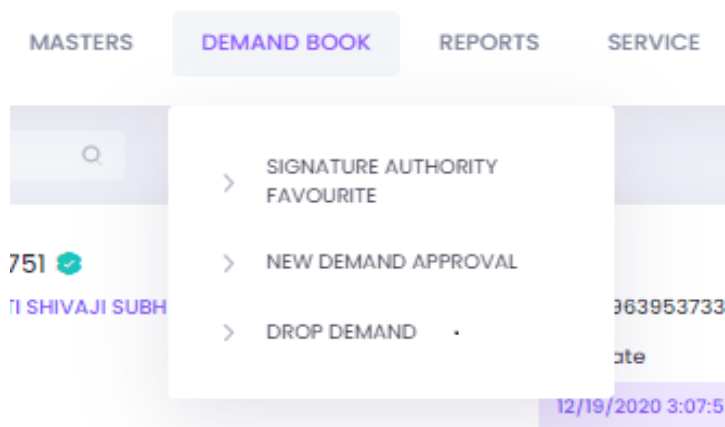
2020© CSSH IT About Team Contact

Activate Windows Go to PC settings to activate Windows.

APPROVAL SECTION:

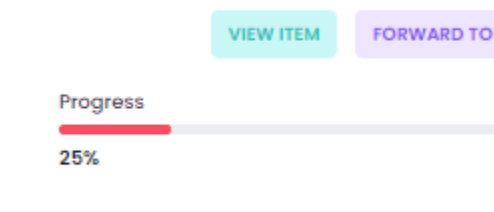
STEP 1:

CLICK ON 'DEMAND BOOK' AND SELECT "NEW DEMAND APPROVAL".



STEP 2 :

You will see a list of demand requests in which you can see the items of that demand by clicking on the View Item.



STEP 3 :

The user must ensure that the items to be approved are select first otherwise that item will be rejected.

Demand [101191220030751] Items



Select one you want to approve.

Select	ITEM	NOTE(if any)	ITEM	ITEM	ITEM	ITEM	QUANTITY	TOTAL QTY	BALANCE	REMARK	ACTION
All	ID		NAME	CODE	COMPANY	SPECIFICATION			QTY		
☒	3866	10 ONLY	Pen			BLUE	16	Pack of 1 X 1 X 16 = 16 Piece	0		
☒	3867		A4 Sheet RIM			DFG	4	Pack of 1 X 1 Piece X 4=4 Piece	2		

STEP 4:

If the user has to give a specific comment in front of an item, then he can write it in the item list in "Note". But keep in mind that the note will be safe only after clicking the save button (Available in Action Column).

Note: To mention a comment regarding all items, User can write it in the Remark section.

Now User have to click on the Approve/Reject Button to Approve and Reject items.

When the user must ensure with his decision they click on the Finalize Button.

Select one you want to approve.

Select	ITEM	NOTE(if any)	ITEM	ITEM	ITEM	ITEM	QUANTITY	TOTAL QTY	BALANCE	REMARK	ACTION
All	ID		NAME	CODE	COMPANY	SPECIFICATION			QTY		
☐	3866		Pen			BLUE	16	Pack of 1 X 1 X 16 = 16 Piece	0		
☐	3867		A4 Sheet RIM			DFG	4	Pack of 1 X 1 Piece X 4=4 Piece	2		

Remark If Any (Optional)

Abhinav Swami Application Developer
ApprovalRequest
12/19/2020 3:07:51 PM

Finalize
Approve/Reject
Close

STEP 5:

SELECT THE SIGNATURE AUTHORITY, CLICK ON THE ADD BUTTON AND PRESS THE SEND BUTTON.

Select Signatory Authority/Store you want to forward...

Select Signator Authority *

Q

Add

Send
Close

STEP 6 :

CLICK THE BUTTON ON “FILTER”. AND GET MORE OPTIONS TO GET DIRECT SEARCH UR ALL TYPE APPROVALS LIKE (APPROVAL REQUEST , APPROVED, REJECTED, NOT FORWARD) ETC.

