

USER MANUAL

OF

MAKE **MY** REPORT.COM

PREPARED BY:

LUMINOUS INFOWAYS PVT. LTD.

BHUBANESWAR

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ADMIN USER LOGIN

1. Introduction

This is a tool for Communication, which shall help you to collect the data from the ground level offices at any point of time. Moreover, such datasets readily available at your demand on click a button. An innovative data storage and management technology has inbuilt provision for periodical updating, creation of information / data as per requisite Performa/Format. It shall be very useful for Top & Middle management, Corporate Planning Department, Project Monitoring Department and Regional Offices etc.

Hence, availability of information, right data in quickest possible time saves considerable time of top management as well as facilitates in faster and right decision. The report formats will be designed and it would be mapped to the respective subordinate users in advance. Report recurrence will be configured in a Daily/Weekly/monthly /quarterly/yearly manner. System will automatically send sms & email reminder to the respective offices for submitting the report on the scheduled time. Upon submission of data from ground, you will be finding the consolidated report on regular time interval.

This web based system will bring in an electronic environment and will connect all your subordinate office through this e-report intranet network. Followed by that, user id and passwords will be given to all the sub ordinate offices under your administrative control. In case you want mobile based reporting, then mobile number also has to be registered.

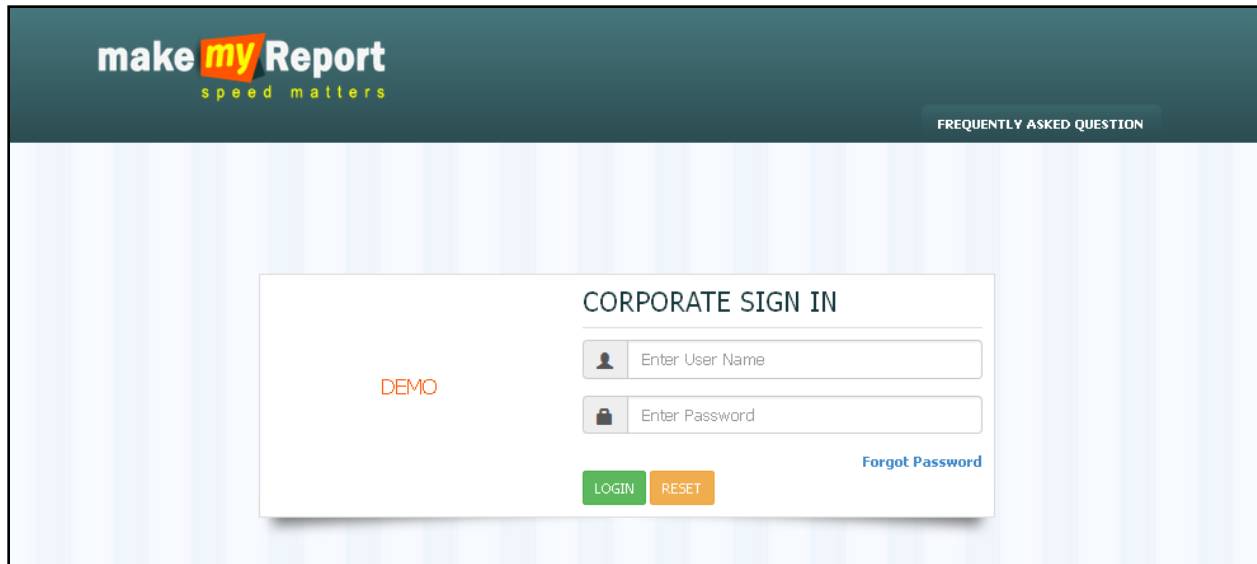
The report formats will be designed and it would be mapped to the respective subordinate users in advance. Report recurrence will be configured in a Daily/Weekly/monthly /quarterly/yearly manner. System will automatically send sms & email reminder to the respective offices for submitting the report on the scheduled time. Upon submission of data from ground, you will be finding the consolidated report on regular time interval.

This will help you having your reports compiled automatically without doing much follow ups & compilation exercise. You can also see the reporting status of your ground offices.

2. Purpose of user manual

This User Manual contains all essential information for the user to make full use of the application. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

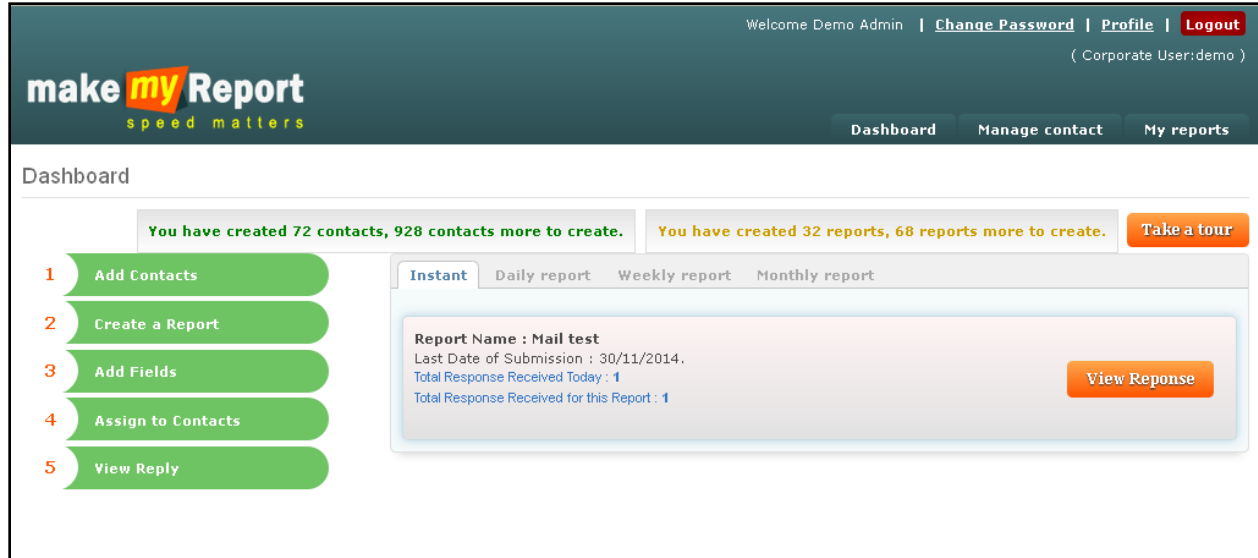
3. Login to the System



(Fig. MMR 1: Displaying the **Login screen** of Make My Report)

1. Type the given URL in address bar.
2. Press enter from keyboard; a window appears displaying the login page of Make My Report (*as shown in fig. MMR 1*).
3. Type the user id, password & click on login button.
4. As a result the user logon to the Make My Report application. On successful login the MMR home page will be displayed.

3. Dashboard



(Fig. MMR 2: Displaying the *Dashboard page* of Make My Report)

1. After login to the system it will open the dashboard page.
2. This page will show the details about the report creation and contact creation by the admin user.
3. User can check the dashboard with response details, click on the view response button to check the response.
4. There are others tabs in this page as, Instant, daily report, weekly report and monthly report.
5. Click on required tab which you want to open with the assigned report.
6. Click on the link in left panel to add a contact, create a report, add fields, assign to contacts and view reply from users.
7. Click on **Take a tour** button to check the user guide on using of make My Report.

4. Create New Contact

Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

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Dashboard Manage contact My reports

Create new contact

All (*) mark fields are Mandatory

Full Name:

Email ID:

Password:

Mobile No.:

Date of Birth:

Role: ACCOUNTS

Designation: ACCOUNTS

OR

IMPORT USER DETAILS

Steps For importing an Excel

1. Download the User excel file format by clicking Download option. [Download](#)
2. Fill up the List of Contacts as the format given in the Excel Sheet.
3. Save the file as .xls
4. Come back here and, Choose the .xls file, click Submit.

Upload Excel File : * No file selected.

Step 1- Download the excel file format then fillup and save in .xls

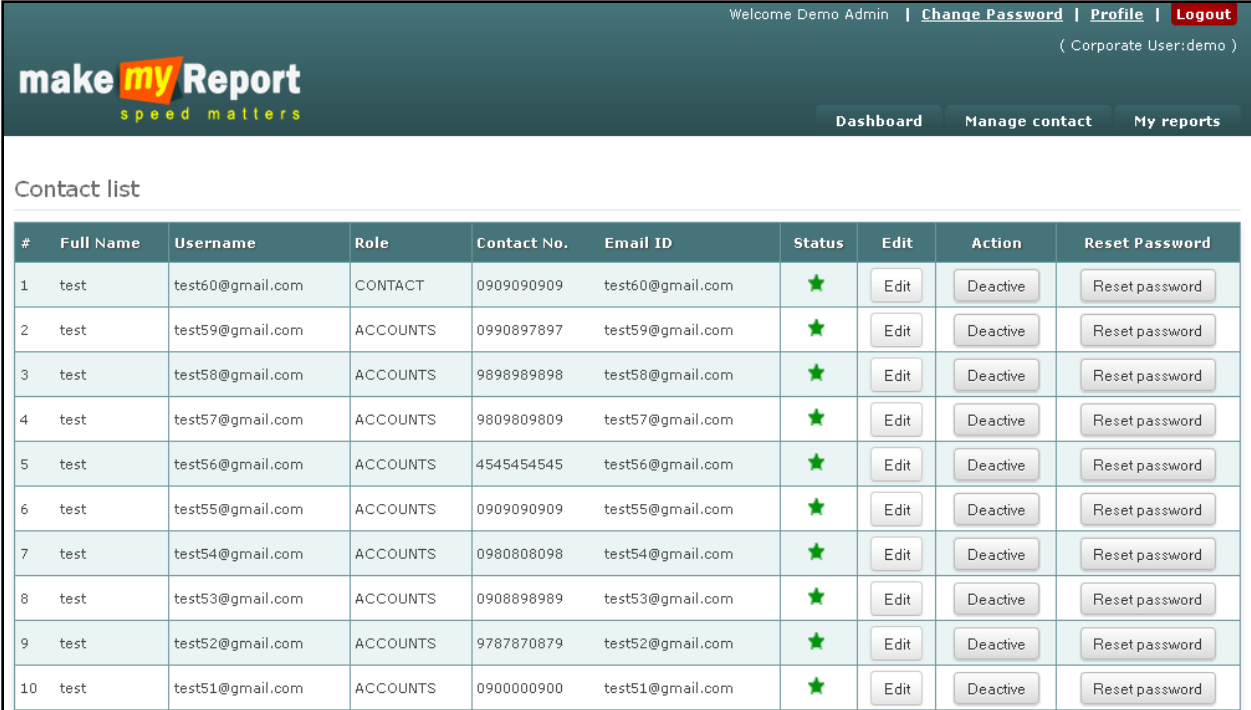
Step 2- Browse the .xls file

Step 3- Click on submit button to save the contacts

(Fig. MMR 3: Displaying the process to create list of contacts at a time in Make My Report)

1. Go to manage contact menu, then click on create new contact sub menu to create a contact.
2. User can create a new contact manually by entering the details one by one or by uploading the contact list in excel sheet.
3. Fill up the fields like full name, email-id, password, mobile no., date of birth text box
4. Select values from role and designation drop down then click on submit button to save the contact.
5. You can also create a list of contact at a time by creating the contact list in excel sheet (*as shown in fig. MMR 3*).
5. Click on download button to download the excel file then fill up the list of contact as format given in excel sheet.
6. Then save the file as .xls format.
7. Browse and select the .xls file with contact list, then click on submit button to submit the list of contacts.
8. Once you will save the contacts, it will be reflected in contact list page.

5. Contact List



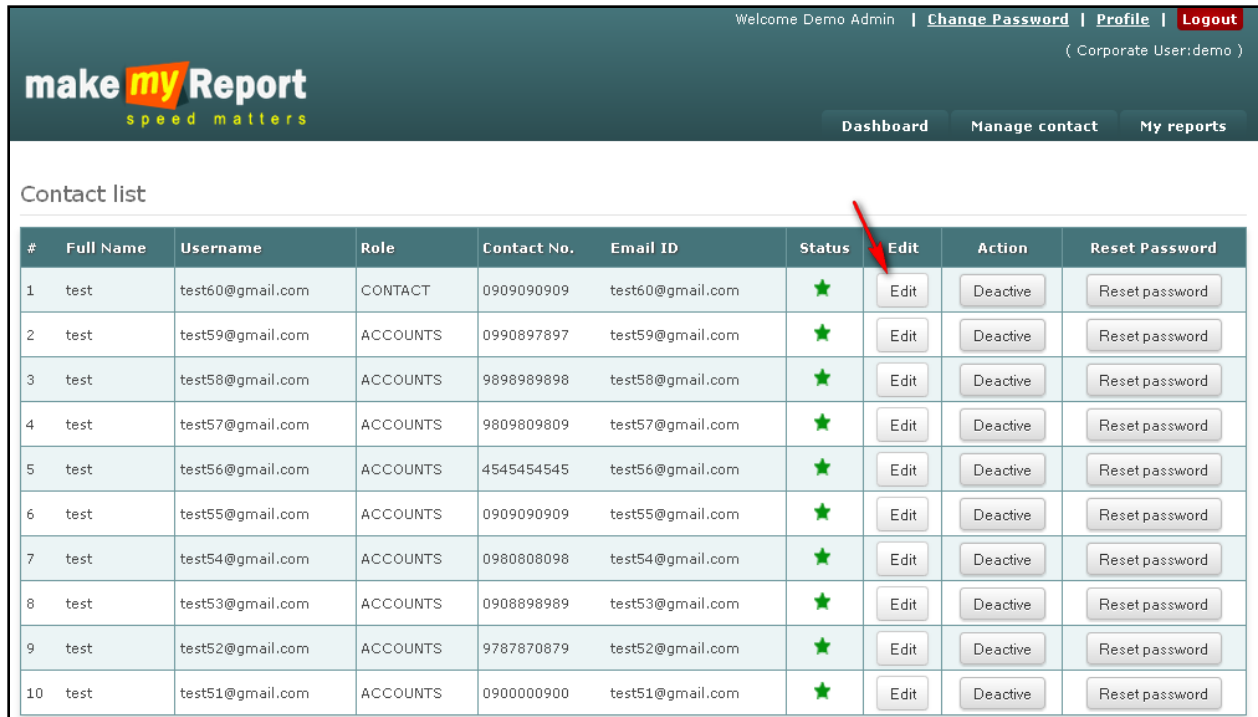
The screenshot shows the 'make my Report' dashboard. At the top right, there are links for 'Welcome Demo Admin', 'Change Password', 'Profile', and 'Logout'. Below these, it says '(Corporate User:demo)'. The dashboard has three main menu items: 'Dashboard', 'Manage contact', and 'My reports'. The 'Contact list' is displayed as a table with the following data:

#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test60@gmail.com	CONTACT	0909090909	test60@gmail.com	★	Edit	Deactive	Reset password
2	test	test59@gmail.com	ACCOUNTS	0990897897	test59@gmail.com	★	Edit	Deactive	Reset password
3	test	test58@gmail.com	ACCOUNTS	9898989898	test58@gmail.com	★	Edit	Deactive	Reset password
4	test	test57@gmail.com	ACCOUNTS	9809809809	test57@gmail.com	★	Edit	Deactive	Reset password
5	test	test56@gmail.com	ACCOUNTS	4545454545	test56@gmail.com	★	Edit	Deactive	Reset password
6	test	test55@gmail.com	ACCOUNTS	0909090909	test55@gmail.com	★	Edit	Deactive	Reset password
7	test	test54@gmail.com	ACCOUNTS	0980808098	test54@gmail.com	★	Edit	Deactive	Reset password
8	test	test53@gmail.com	ACCOUNTS	0908898989	test53@gmail.com	★	Edit	Deactive	Reset password
9	test	test52@gmail.com	ACCOUNTS	9787870879	test52@gmail.com	★	Edit	Deactive	Reset password
10	test	test51@gmail.com	ACCOUNTS	0900000900	test51@gmail.com	★	Edit	Deactive	Reset password

(Fig. MMR4: Displaying list of contacts in Make My Report)

1. Go to manage contact menu and then click on contact list submenu to check the details of created contacts.
2. Click on edit button to edit a contact (*as shown in fig. MMR5*).
3. Click on deactivate button to deactivate a user account (*as shown in fig. MMR6*).
4. Click on activate button to activate a user account.
5. Click on reset password button to reset the password of a contact (*as shown in fig. MMR8*).

6. Edit a contact



Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

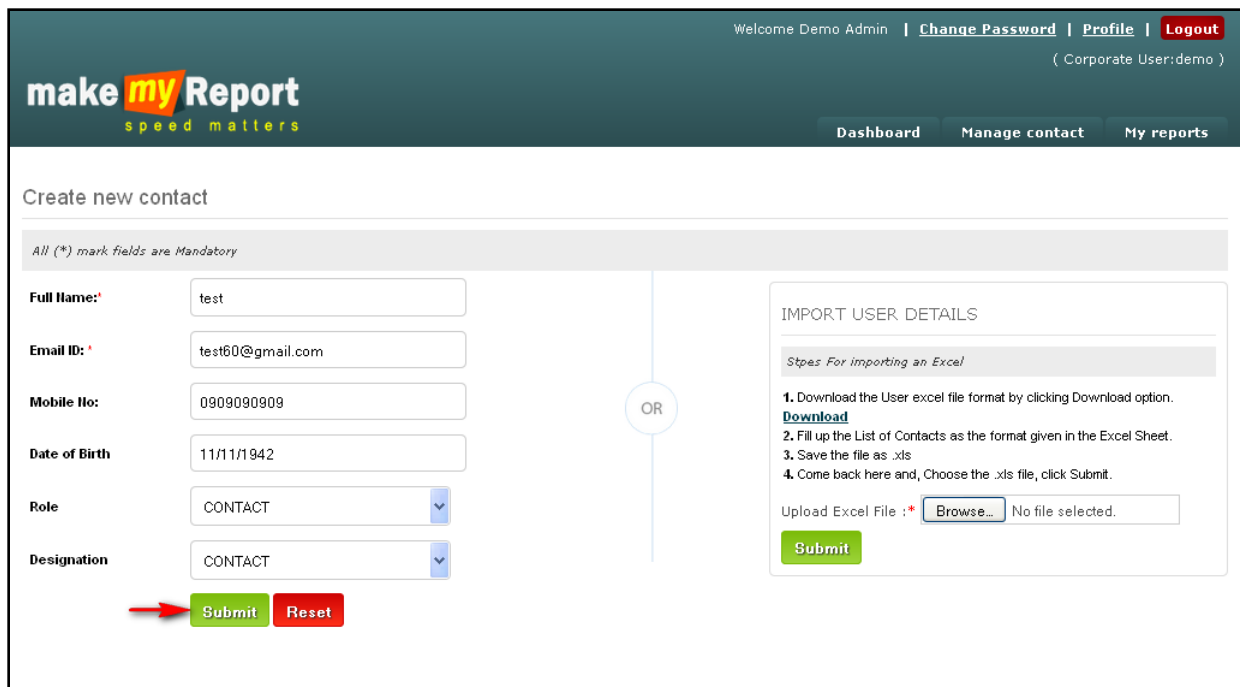
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Dashboard Manage contact My reports

Contact list

#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test60@gmail.com	CONTACT	0909090909	test60@gmail.com	★	Edit	Deactive	Reset password
2	test	test59@gmail.com	ACCOUNTS	0990897897	test59@gmail.com	★	Edit	Deactive	Reset password
3	test	test58@gmail.com	ACCOUNTS	9898989898	test58@gmail.com	★	Edit	Deactive	Reset password
4	test	test57@gmail.com	ACCOUNTS	9809809809	test57@gmail.com	★	Edit	Deactive	Reset password
5	test	test56@gmail.com	ACCOUNTS	4545454545	test56@gmail.com	★	Edit	Deactive	Reset password
6	test	test55@gmail.com	ACCOUNTS	0909090909	test55@gmail.com	★	Edit	Deactive	Reset password
7	test	test54@gmail.com	ACCOUNTS	0980808098	test54@gmail.com	★	Edit	Deactive	Reset password
8	test	test53@gmail.com	ACCOUNTS	0980898989	test53@gmail.com	★	Edit	Deactive	Reset password
9	test	test52@gmail.com	ACCOUNTS	9787870879	test52@gmail.com	★	Edit	Deactive	Reset password
10	test	test51@gmail.com	ACCOUNTS	0900000900	test51@gmail.com	★	Edit	Deactive	Reset password

(Fig. MMR 5: Displaying edit button to edit a contact in Make My Report)



Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

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Dashboard Manage contact My reports

Create new contact

All (*) mark fields are Mandatory

Full Name:

Email ID:

Mobile No.:

Date of Birth:

Role:

Designation:

OR

IMPORT USER DETAILS

Steps For importing an Excel

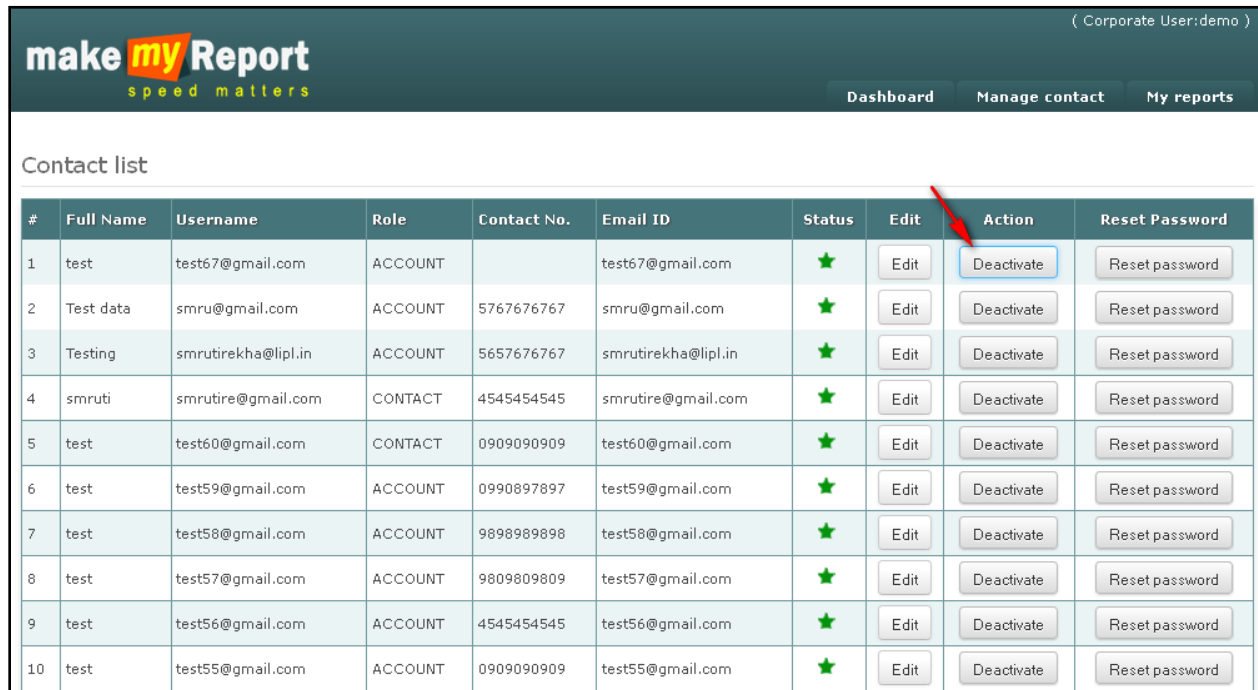
1. Download the User excel file format by clicking Download option. [Download](#)
2. Fill up the List of Contacts as the format given in the Excel Sheet.
3. Save the file as .xls
4. Come back here and, Choose the .xls file, click Submit.

Upload Excel File : * No file selected.

(Fig. MMR 6: Displaying edit contact page in Make My Report)

1. Go to manage contact menu and click on contact list submenu then click on edit button to edit a contact.
2. Click on the edit button to edit the contact (*as shown in fig. MMR5*).
3. It will open the edit contact page (*as shown in fig. MMR6*).
4. Edit the required fields then click on the submit button to edit the details of a contact.

7. Deactivate a contact



(Corporate User:demo)

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Dashboard Manage contact My reports

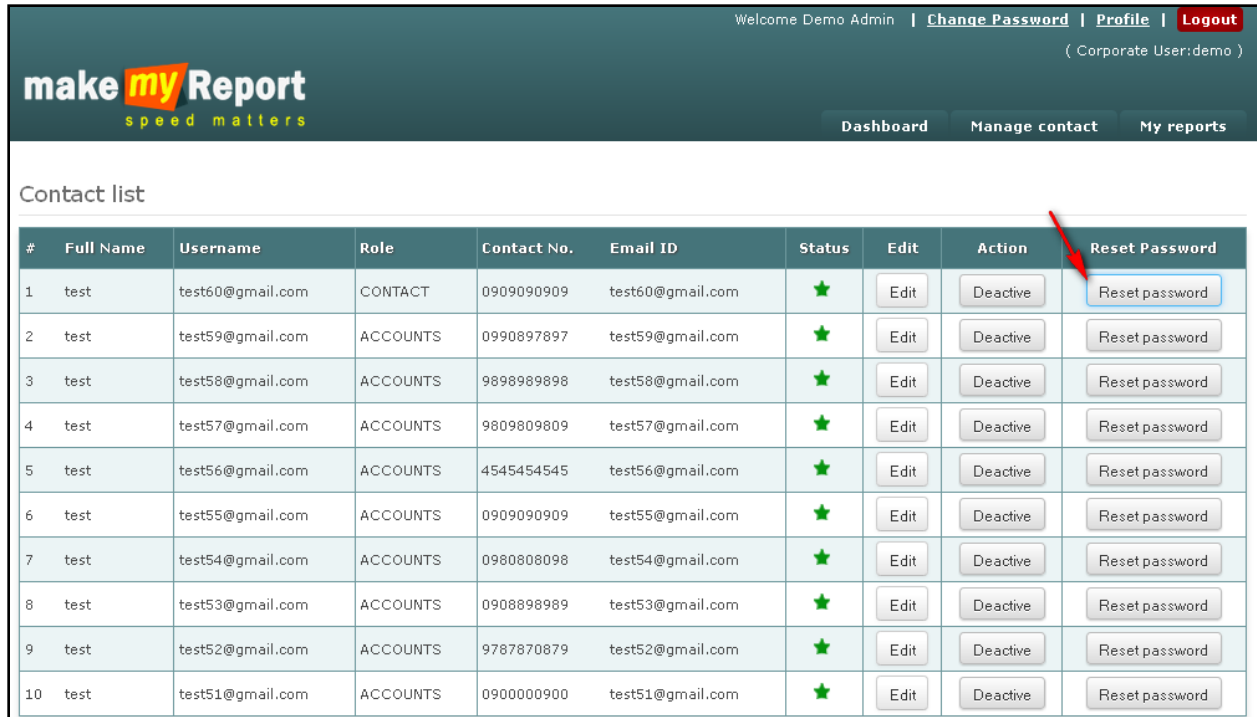
Contact list

#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test67@gmail.com	ACCOUNT		test67@gmail.com	★	Edit	Deactivate	Reset password
2	Test data	smru@gmail.com	ACCOUNT	5767676767	smru@gmail.com	★	Edit	Deactivate	Reset password
3	Testing	smrutirekha@lipl.in	ACCOUNT	5657676767	smrutirekha@lipl.in	★	Edit	Deactivate	Reset password
4	smruti	smrutire@gmail.com	CONTACT	4545454545	smrutire@gmail.com	★	Edit	Deactivate	Reset password
5	test	test60@gmail.com	CONTACT	0909090909	test60@gmail.com	★	Edit	Deactivate	Reset password
6	test	test59@gmail.com	ACCOUNT	0990897897	test59@gmail.com	★	Edit	Deactivate	Reset password
7	test	test58@gmail.com	ACCOUNT	9898989898	test58@gmail.com	★	Edit	Deactivate	Reset password
8	test	test57@gmail.com	ACCOUNT	9809809809	test57@gmail.com	★	Edit	Deactivate	Reset password
9	test	test56@gmail.com	ACCOUNT	4545454545	test56@gmail.com	★	Edit	Deactivate	Reset password
10	test	test55@gmail.com	ACCOUNT	0909090909	test55@gmail.com	★	Edit	Deactivate	Reset password

(Fig. MMR 7: Displaying *the deactivate button to deactivate a account in Make My Report*)

1. Go to manage contact menu and click on contact list submenu then click on deactivate button to deactivate a contact.
2. Once you will deactivate the contact, then system will not allow the login of the particular contact until you have not activated the contact.
3. After deactivate a contact an active button will be appear there, you can click on active button to again activate the user.

8. Reset Password



Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

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Contact list

#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test60@gmail.com	CONTACT	0909090909	test60@gmail.com	★	Edit	Deactive	Reset password
2	test	test59@gmail.com	ACCOUNTS	0990897897	test59@gmail.com	★	Edit	Deactive	Reset password
3	test	test58@gmail.com	ACCOUNTS	9898989898	test58@gmail.com	★	Edit	Deactive	Reset password
4	test	test57@gmail.com	ACCOUNTS	9809809809	test57@gmail.com	★	Edit	Deactive	Reset password
5	test	test56@gmail.com	ACCOUNTS	4545454545	test56@gmail.com	★	Edit	Deactive	Reset password
6	test	test55@gmail.com	ACCOUNTS	0909090909	test55@gmail.com	★	Edit	Deactive	Reset password
7	test	test54@gmail.com	ACCOUNTS	0980808098	test54@gmail.com	★	Edit	Deactive	Reset password
8	test	test53@gmail.com	ACCOUNTS	0908898989	test53@gmail.com	★	Edit	Deactive	Reset password
9	test	test52@gmail.com	ACCOUNTS	9787870879	test52@gmail.com	★	Edit	Deactive	Reset password
10	test	test51@gmail.com	ACCOUNTS	0900000900	test51@gmail.com	★	Edit	Deactive	Reset password

(Fig. MMR 8: Displaying *the Reset password button to deactivate an account*)

1. Go to manage contact menu and click on contact list submenu then click on reset password button to reset the password of a contact.
2. After click on reset password button, system will show a confirmation message to reset the password or not.
3. Select *ok* to reset the password or click on *cancel button*.
4. *If you click on ok button, password will be reset and an e-mail confirmation will send to the user registered email id with a new password.*
5. *Then user has to open the e-mail id and click on the link to login in to account with new password.*

9. Create a new report

Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

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Dashboard Manage contact My reports

Create a new report

All the * mark fields are required

Name of the report*

Description of the report*

Report type*

Submission per contact*

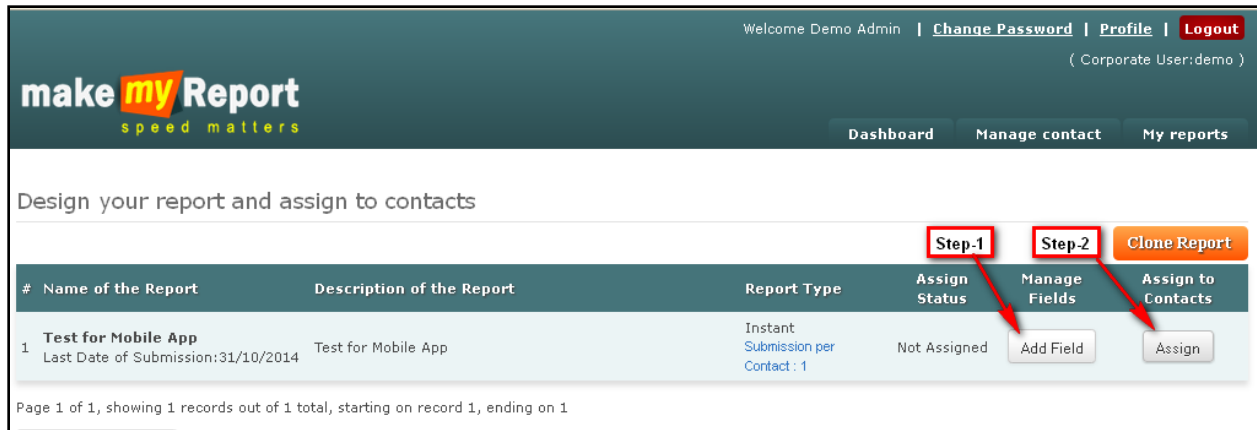
Last date of submission* ?

[Save](#) [Reset](#)

(Fig. MMR 9: Displaying *the create new report page* in Make My Report)

1. Go to my report menu and click on create a new report submenu.
2. Fill up name of the report and description of the report field.
3. Select value from report type and submission per contact drop down.
4. Select date from last date of submission field and then click on save button.
5. Once the report will be saved, you can add field and design the report.
6. Click on reset button, if you want to refresh all field values.

10. Design your report & assign to contacts



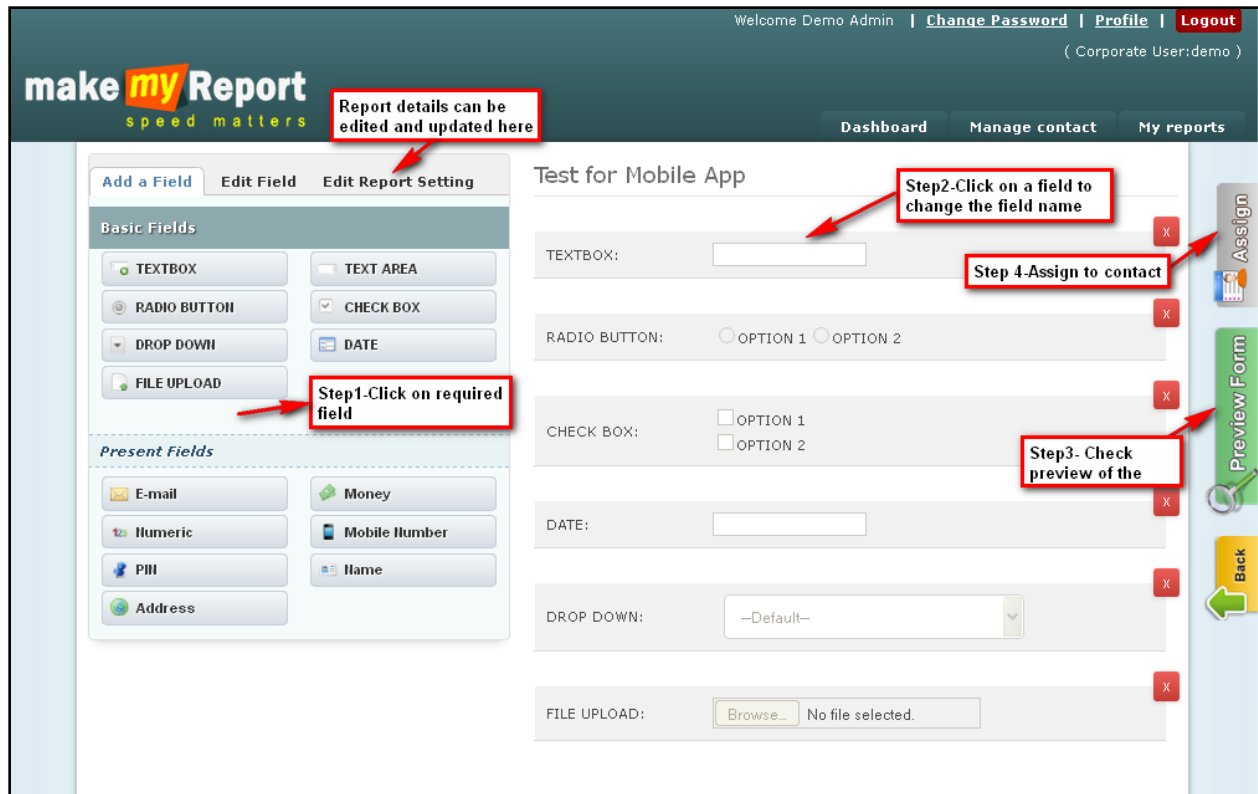
The screenshot shows the 'make my Report' dashboard. At the top, there is a navigation bar with 'Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)' and '(Corporate User:demo)'. Below this is a header with the logo 'make my Report speed matters' and navigation tabs for 'Dashboard', 'Manage contact', and 'My reports'. The main content area is titled 'Design your report and assign to contacts'. It features a table with the following columns: '#', 'Name of the Report', 'Description of the Report', 'Report Type', 'Assign Status', 'Manage Fields', and 'Assign to Contacts'. A single report is listed: 'Test for Mobile App' with a description 'Test for Mobile App', report type 'Instant', and status 'Not Assigned'. The 'Manage Fields' column contains an 'Add Field' button, and the 'Assign to Contacts' column contains an 'Assign' button. Red boxes labeled 'Step-1' and 'Step-2' are placed above the 'Add Field' and 'Assign' buttons respectively, with red arrows pointing to them. A 'Clone Report' button is also visible in the top right of the table area. At the bottom of the table, it says 'Page 1 of 1, showing 1 records out of 1 total, starting on record 1, ending on 1'.

#	Name of the Report	Description of the Report	Report Type	Assign Status	Manage Fields	Assign to Contacts
1	Test for Mobile App Last Date of Submission:31/10/2014	Test for Mobile App	Instant Submission per Contact : 1	Not Assigned	Add Field	Assign

(Fig. MMR 10: Displaying the add field button to design the report of Make My Report)

1. Go to my reports menu and click on design your report and assign to contact submenu.
2. Click on add field button to design the report (as shown in fig. MMR 10).
3. Then, add the required fields to design the report (as shown in fig. MMR 11)
4. After add fields to the report, you can assign the report to contacts.
5. Click on assign button to assign the report to contacts.

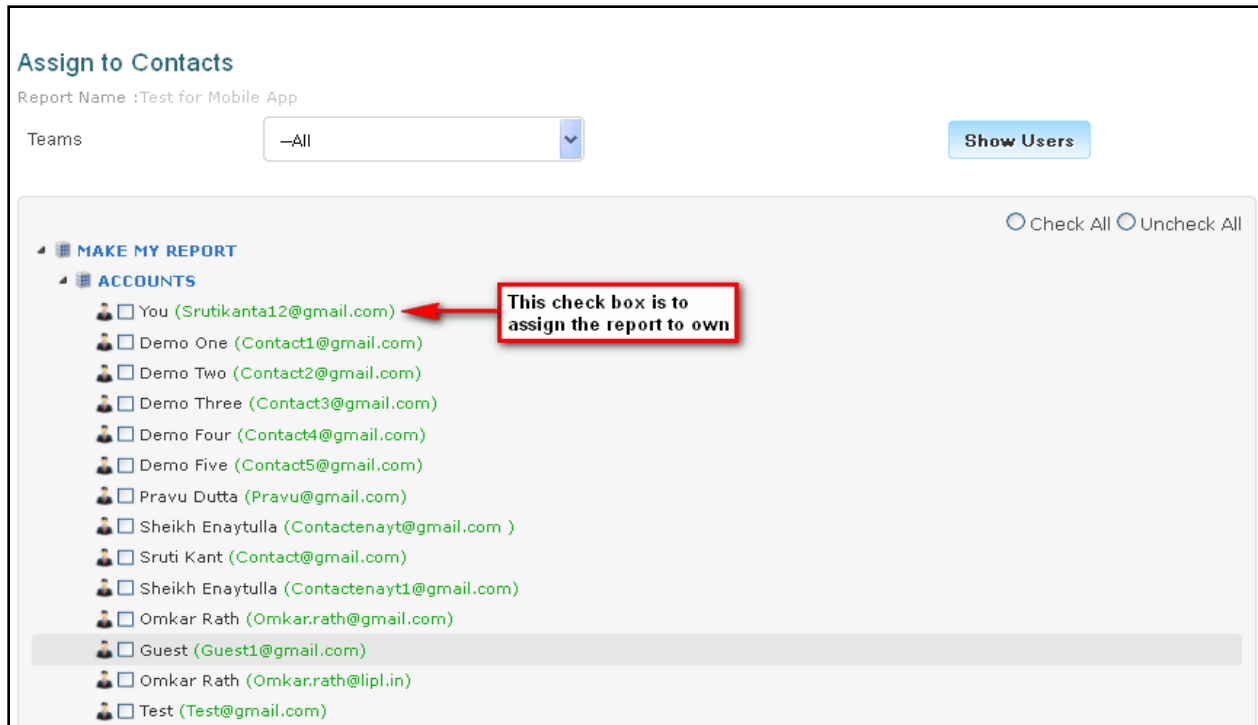
11. Add fields in a report



(Fig. MMR 11: Displaying *the add field a tab to design the report of Make My Report*)

1. Go to my report menu and click on design your report and assign to contacts submenu.
2. Then click on add field button (as shown in fig. MMR10).
3. Check the tab as add a field to design the reports with new fields.
4. Click on the required field in left panel (*as shown in step1 of fig.MMR 11*)
5. Click on added field to edit the field name (*as shown in step2 of fig. MMR11*)
6. Then, check the preview of the report (*as shown in step3 of fig.MMR 11*)
7. Now, click on assign button to assign the report to contacts (*as shown in step4 of fig. MMR11*).
8. Click on back button, if you want to go back to previous page.
9. Checks edit report setting field to change the details of report.
10. Then, edit the required field value and click on save setting button.

12. Assign to contacts



(Fig. MMR 12: Displaying *assign to contact page of Make My Report*)

1. Here user can assign the designed report to contacts.
2. Select team from the dropdown, click on show users button.
3. Then it will display the list of user of the team.
4. By default this page will show all the list of created contacts.
5. Click on check all radio button to select all contacts at a time.
6. Click on uncheck all dropdown to unselect the list of contacts at a time.
7. You can select individual check box to assign the report to selected contacts.
8. If the user wants to assign the report to own, then select the first check box named as “you”.
9. After select the check box, click on the assign button to assign the report to selected contacts.

13. View Reply on assigned reports

The screenshot shows the 'make my Report' interface. At the top, there are navigation links for 'Dashboard', 'Manage contact', and 'My reports'. The main heading is 'View reply on assigned reports'. Below this is a search filter with the following fields:

- Report Name: --All--
- Response Status: --All--
- Deadline From Date: []
- Deadline To Date: []

Buttons for 'Search' and 'Reset' are present. A 'Clone Report' button is also visible. The main content is a table with the following data:

#	Name of the Report	Description of the Report	Report Type	Status of the Report	View Response	View Rejection	Assign to More Contacts	Delete
1	Mail test Last Date of Submission:30/11/2014	Mail test	Instant Submission per Contact : 1000	Total Report Received 2	View Reponse		Assign	Delete
2	test Last Date of Submission:30/11/2024	test	Instant Submission per Contact : 1000	No report received yet			Assign	Delete
3	Demo Report Last Date of Submission:31/12/2014	Testing for Mobile app	Instant Submission per Contact : 1000	Total Report Received 2	View Reponse		Assign	Delete
4	tst Last Date of Submission:31/10/2015	dasfadsfwrfxcsd	Instant Submission per Contact : 1000	Total Report Received 1	View Reponse		Assign	Delete

(Fig. MMR 13: Displaying view reply on assigned reports of Make My Report)

1. This page will show the reply status from contacts.
2. Go to my reports menu and click on view reply on assigned reports submenu.
3. Then, click on view response submenu to check the response from contacts on assigned reports (as shown in fig. MMR 13).
4. After click on view response it will open the below page (as shown in fig. MMR 14)

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Dashboard Manage contact My reports

View response

Select Your Fields (Report Fields)

Select Fields

TEXTBOX..

More Fields

Location Replied from device Snap

Filter By Contact & Report Submit Date


Filter By Fields

Add Formula To Fields

Search Back

Click here to see the pie chart and bar chart

Print PDF

#	Response From	Response Date	TEXTBOX 
1	Demo Admin	15/11/2014	tset
2	Demo one	15/11/2014	test

(Fig. MMR 14: Displaying *view response page* of Make My Report)

1. This page will show the list of response received on a particular report.
2. Click on more fields check box, if you want to the result accordingly.
3. To filter the report in date wise and contact wise, enter the inputs in filter by contact and report submit date.
4. Select the values from reply from device field in filter by fields, if you want to check the response received from mobile or web.
5. You can find out the avg., sum, maximum and minimum value of the response report by selecting the dropdown value in add formula to fields.
6. Click on the chart icon in column name to check the pie chart & bar chart.

14. Response Report

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Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

Dashboard Manage contact My reports

Response report

Report Name : Response Status: Assign From Date: Assign To Date:

#	Person Name	Assign Date	Response Received	No. of time Responded	Last Response Date
1	Sruti Kant	12/06/2014	No	0	
2	Sheikh Enaytulla	12/06/2014	No	0	

(Fig. MMR 15: Displaying response report page of Make My Report)

1. Here user can view the received response from contacts.
2. Go to my report menu and click on response report submenu.
3. User can search the response report name wise, response status wise and assign from and assign to date wise.
4. Select the values in search panel and click on search button.
5. Here user can only view the response report from contacts.

15. Archive Reports

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Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
(Corporate User:demo)

Dashboard Manage contact My reports

Archive reports

Report Name : Deadline From Date: Deadline To Date:

#	Name of the Report	Description of the Report	Report Type	Status of the Form	View Response	View Rejection	Extend Last Date of Submission	Delete
1	Picnic Spot for the year 2014 of LIPL Last Date of Submission:08/11/2014	Plz suggest picnic spots	Instant	Total Submission per Contact : 2 Report Received 4	<input type="button" value="View Response"/>		<input type="button" value="Extend"/>	<input type="button" value="Delete"/>
2	Employee satisfaction survey Last Date of Submission:31/10/2014	Employee satisfaction survey	Monthly	No report received yet			<input type="button" value="Extend"/>	<input type="button" value="Delete"/>
3	Production Analysis Last Date of Submission:30/09/2014	Detail about	Monthly	No report received yet			<input type="button" value="Extend"/>	<input type="button" value="Delete"/>
4	PCCF Test Report Last Date of Submission:31/10/2014	Test report for PCCF	Instant	Total Submission per Contact : 1 Report Received 1	<input type="button" value="View Response"/>		<input type="button" value="Extend"/>	<input type="button" value="Delete"/>

(Fig. MMR 16: Displaying **extend** button to extend the submission date of Make My Report)

Picnic Spot for the year 2014 of LIPL

Description of the Report	Plz suggest picnic spots
Last Date of Submission	08/11/2014
Extend Last Date of Submission	Day ▼ Month ▼ Year ▼

Update

(Fig. MMR 17: Displaying **extension** pages to extend the submission date of Make My Report)

1. Once the report submission date will be exceeds, the report automatically go to archive reports section.
2. Go to my reports menu and click on archive reports submenu.
3. This page is displaying the list of reports which submission date has been crossed.
4. If you want to extend the date of submission of a report, then click on extend button (**as shown in fig. MMR 16**).
5. After click on extend button, it will open a pop up window to extend the last date of submission (**as shown in fig. MMR 17**).
6. Then select the date and click on update button.
7. Once you will extend the date of submission, this report will be displayed under view reply on assigned menu.

16. Submit a report

Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
 (Corporate User:demo)

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Dashboard | Manage contact | My reports

Submit a report

Report Name : DeadLine From Date DeadLine To Date [Search](#) [Reset](#)

#	Report Name	Description of the Report	Assigned By	Date of Receipt Report	Last Date of Submission	Action	Reject Report	Recent Submission	Status
1	Mail test	Mail test	Demo Admin	15/11/2014	30/11/2014	Submit		View	Report Submitted
2	Demo report	Test Report	Demo Admin	15/11/2014	01/01/2022	Submit	Reject		Report Not Submitted
3	Demo Report	Testing for Mobile app	Demo Admin	01/11/2014	31/12/2014	Submit	Reject		Report Not Submitted
4	Test Instant	Test Instant	Demo Admin	30/09/2014	30/09/2021	Submit	Reject		Report Not Submitted
5	Production Analysis	Detail about	Demo Admin	29/09/2014	06/02/2015	Submit	Reject		Report Not Submitted
6	PCCF Test Report	Test report for PCCF	Demo Admin	29/09/2014	01/01/2022	Submit	Reject		Report Not Submitted
7	Instant	Instant	Demo Admin	06/09/2014	02/02/2022	Submit	Reject		Report Not Submitted

(Fig. MMR 18: Displaying submit button to submit the assigned report of Make My Report)

make my Report
speed matters

Dashboard | Manage contact | My reports

Demo Report

(Fields marked with * are mandatory) [Back to Previous page](#)

TEXTBOX * :

TEXT AREA * :

RADIO BUTTON * : OPTION 1 OPTION 2

CHECK BOX * : OPTION 1 OPTION 2

DROP DOWN * :

DATE * :

FILE UPLOAD * : No file selected.
 Allowed extensions are doc,docx,xls,xlsx,pdf,png,gif,jpg,jpeg,gif,rar,zip
 Allowed Maximum File Size is 4 Mb

E-mail * :

Money * :

Numeric * :

Mobile Number * :

Name * :

PIN * :

Address * :

[Submit](#) [Reset](#)

(Fig. MMR 19: Displaying report page to submit the assigned report of Make My Report)

1. To submit the assigned report, go to My Reports menu and click on submit a report submenu.
2. After click on submit button the assigned report page will be opened (*as shown in fig. MMR18*).
3. Fill up all fields in assigned report and click on submit button (*as shown in fig. MMR19*).
4. All red star mark fields are mandatory fields, which can be left blank.
5. After click on submit button, form will be submitted to the admin user and admin user can view the report.
6. ***Once submit the report you cannot reject the report.***
7. ***Once submit the report you can view and edit the report, until the submission date has not been crossed.***

17. View and edit a report

The screenshot shows the 'make my Report' web application interface. At the top, there is a header with the logo 'make my Report speed matters' and user information: 'Welcome Demo Admin | Change Password | Profile | Logout (Corporate User:demo)'. Below the header, there are navigation links: 'Dashboard', 'Manage contact', and 'My reports'. The main content area is titled 'View submission'. It features a 'Select Your Fields (Report Fields)' section with a 'Select Fields' button and a list of fields, including 'TEXTBOX..' which is checked. Below this section are 'Search' and 'Back' buttons. At the bottom, there is a table with the following data:

#	Submission Date	TEXTBOX	Edit	Delete
1	15/11/2014	test data	Edit	Delete

(Fig. MMR 20: Displaying view submission page to edit or delete the assigned report)

1. To view an assigned report, go to My Reports menu and click on submit a report submenu, then click on view button in this page.
2. After click on view button, it will open a view submission page with two buttons as edit and delete.

3. Click on edit button to edit a submitted report (*as shown in fig. MMR20*).
4. After click on edit button, it will open the submitted report.
5. Now edit the required field and click on update button.
6. ***Once the report submission date will be crossed, then you cannot edit the report.***
7. Click on the delete button if you want to delete the report.
8. In select fields user can check and uncheck the fields to get the column in report accordingly.

18.Reject a report

Welcome Demo Admin | [Change Password](#) | [Profile](#) | [Logout](#)
 (Corporate User:demo)

make my Report
speed matters

Dashboard Manage contact My reports

Submit a report

Report Name : DeadLine From Date DeadLine To Date [Search](#) [Reset](#)

#	Report Name	Description of the Report	Assigned By	Date of Receipt Report	Last Date of Submission	Action	Reject Report	Recent Submission	Status
1	Mail test	Mail test	Demo Admin	15/11/2014	30/11/2014	Submit		View	Report Submitted
2	Demo report	Test Report	Demo Admin	15/11/2014	01/01/2022	Submit	Reject		Report Not Submitted
3	Demo Report	Testing for Mobile app	Demo Admin	01/11/2014	31/12/2014	Submit	Reject		Report Not Submitted
4	Test Instant	Test Instant	Demo Admin	30/09/2014	30/09/2021	Submit	Reject		Report Not Submitted

(Fig. MMR 21: Displaying reject button to reject the assigned report)

Test Instant

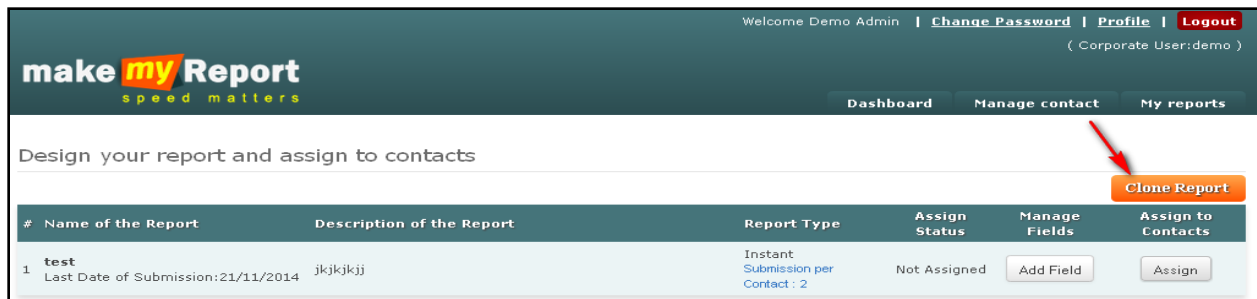
Reason for Rejection

[Submit](#)

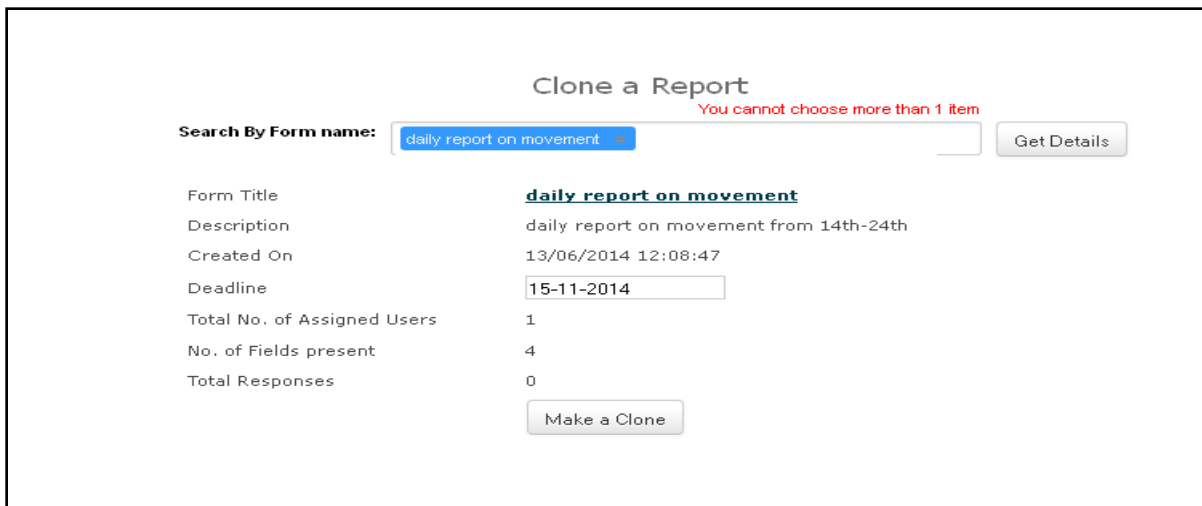
(Fig. MMR 22: Displaying reason for rejection field to reject the assigned report)

1. To reject an assigned report, go to My Report menu and click on submit a report submenu then click on reject button (*as shown in fig. MMR21*).
2. Click on the reject button and then it will open a pop up window (*as shown in fig. MMR22*).
3. Fill up the reason for rejection text box and click on submit button.
4. After reject a report, admin user can view the report rejection with reason.
5. Once you reject the report, you cannot submit it again.

19. Clone a Report



(Fig. MMR 23: Displaying the clone report button of make my report)



(Fig. MMR 24: Displaying the clone report page of make my report)

1. This page is responsible to create a clone report of a specific report.
2. Go to design your report & assigned to contacts submenu of my reports menu.
3. Then click on clone report button (*as shown in fig. MMR 23*)
4. Now search a form name and click on get details button.
5. Check the report and click on make a clone button (*as shown in fig. MMR 24*).
6. Now the clone report of the particular report has been prepared and you can assign the clone report to any contacts.