USER MANUAL

OF

MAKE MY REPORT.COM

PREPARED BY:

LUMINOUS INFOWAYS PVT. LTD.

BHUBANESWAR

Contents

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 sub-ordinate 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.

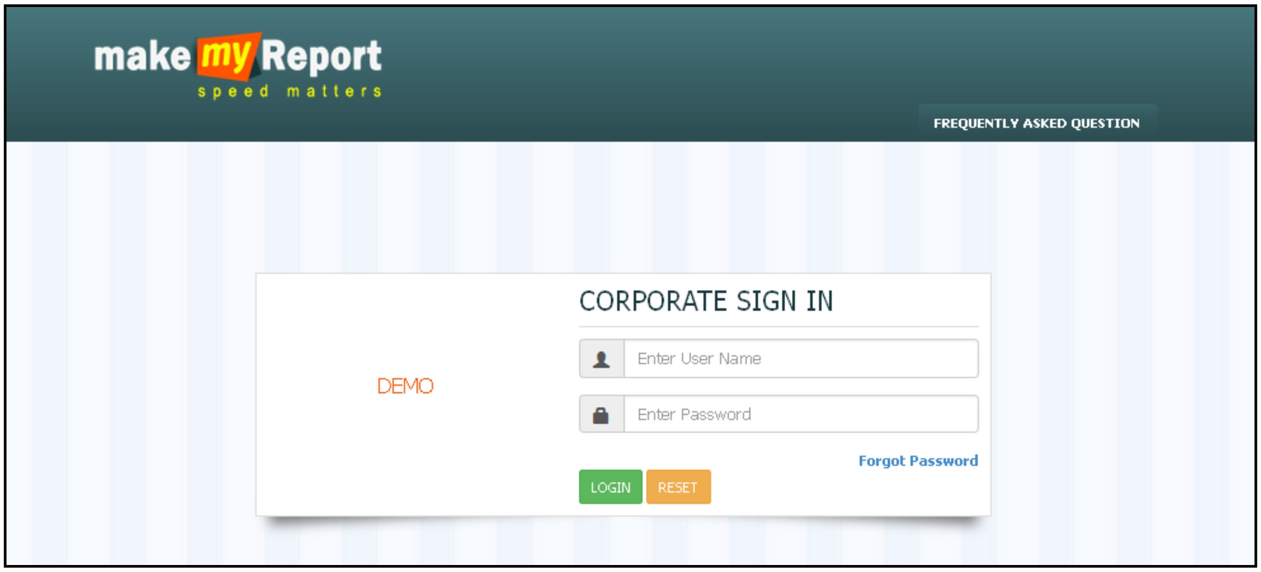
The report formats will be designed and it would be mapped to the respective subordinate users in advance. Report recurrence will be configured in a Daily/Weekly/monthly /quarterly/yearly manner. System will automatically send sms & email reminder to the respective offices for submitting the report on 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.

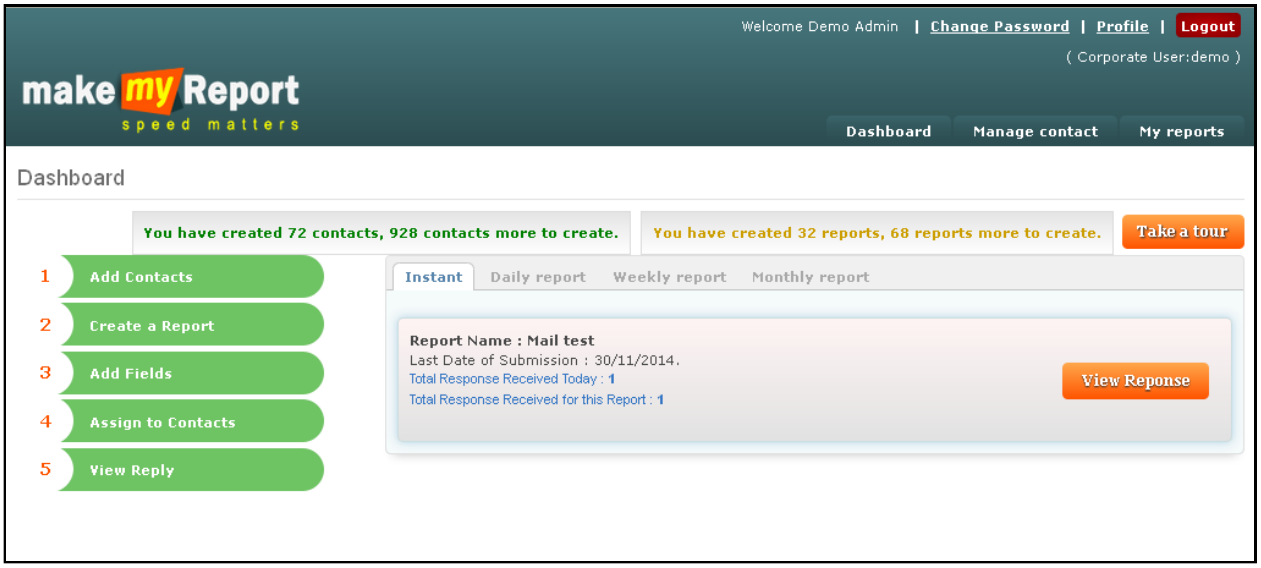
3. Login to the System



(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.

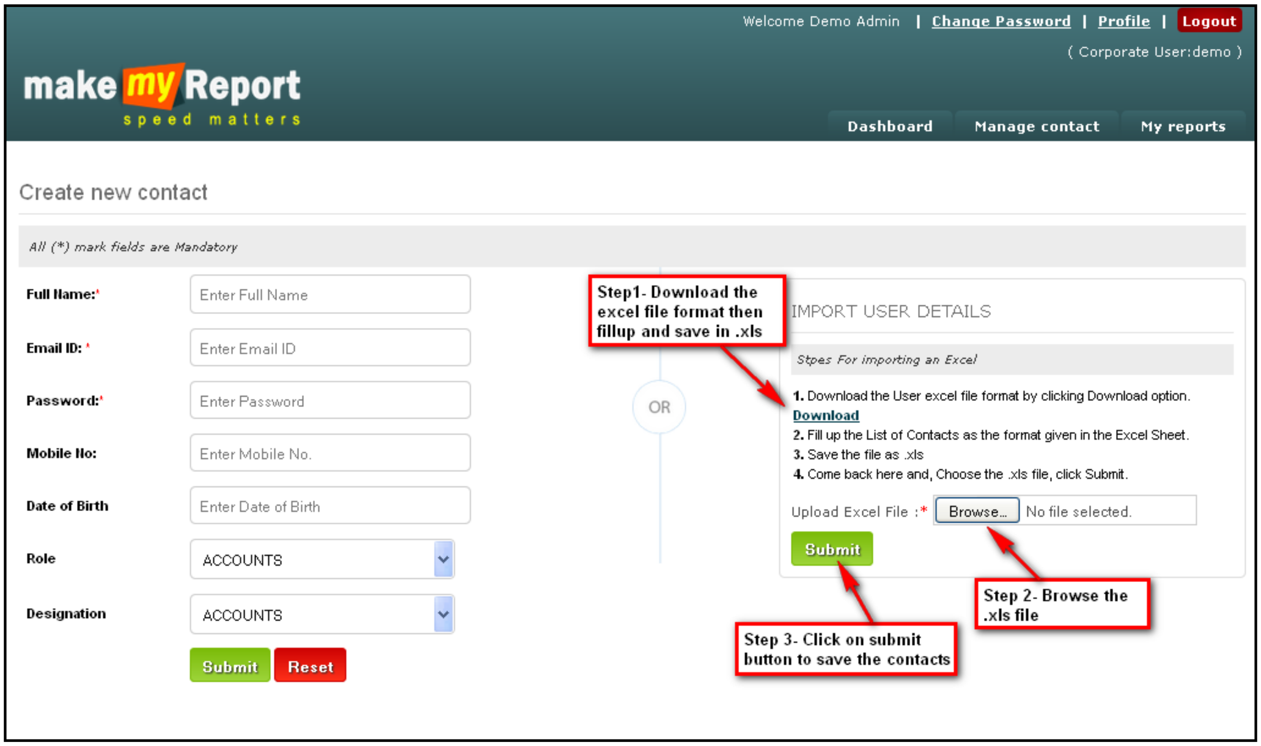
3. Dashboard



(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.

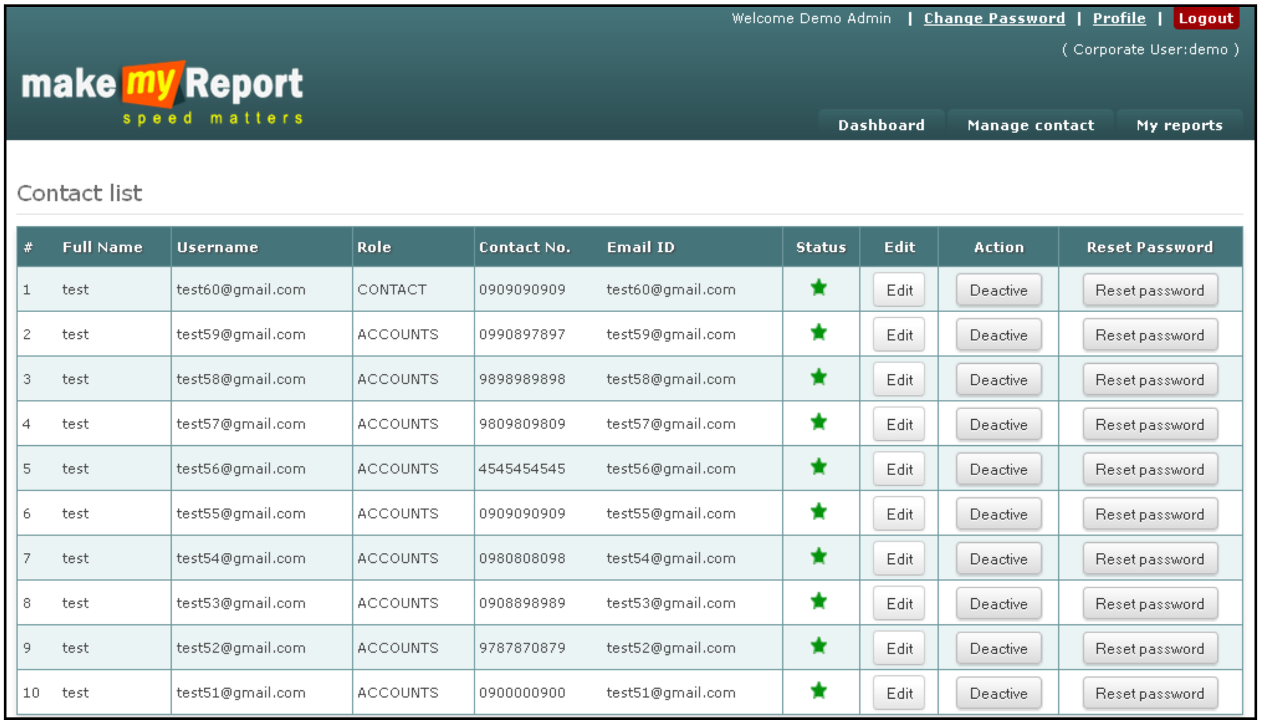
4. Create New Contact



(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

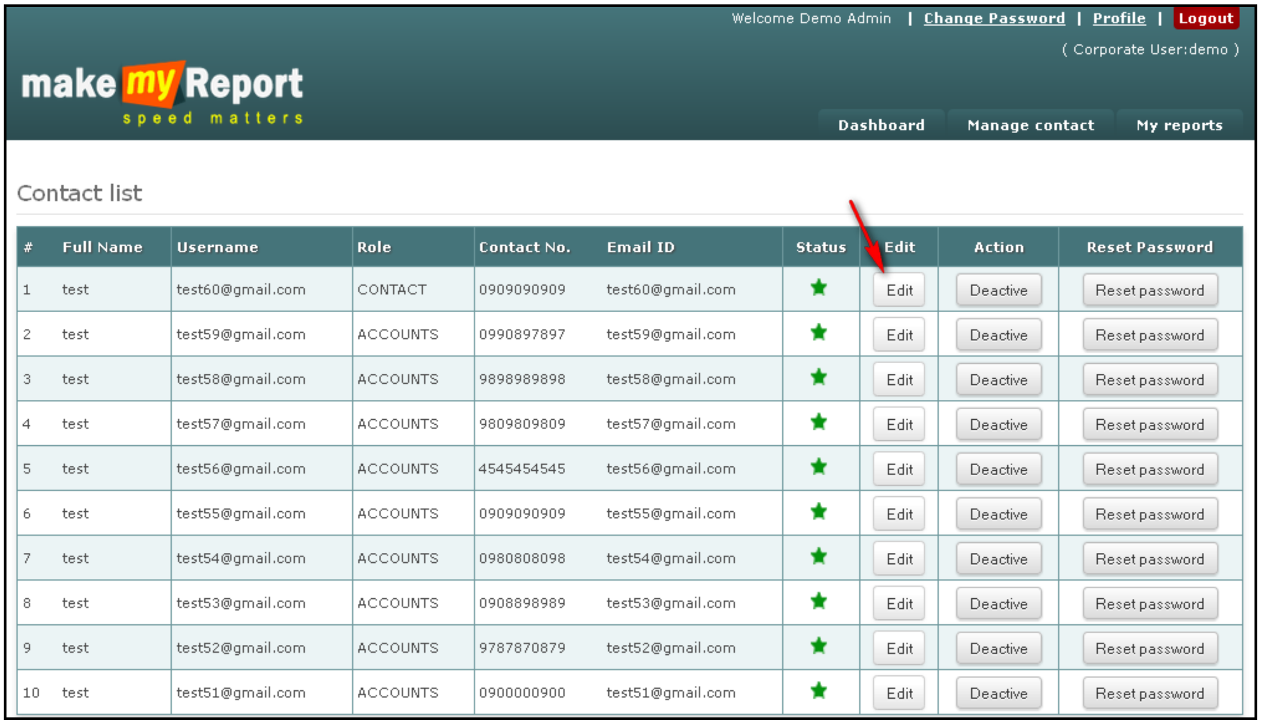


#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test60@gmail.com	CONTACT	0909090909	test60@gmail.com	★	Edit	Deactive	Reset password
2	test	test59@gmail.com	ACCOUNTS	0990897897	test59@gmail.com	★	Edit	Deactive	Reset password
3	test	test58@gmail.com	ACCOUNTS	9898989898	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)*

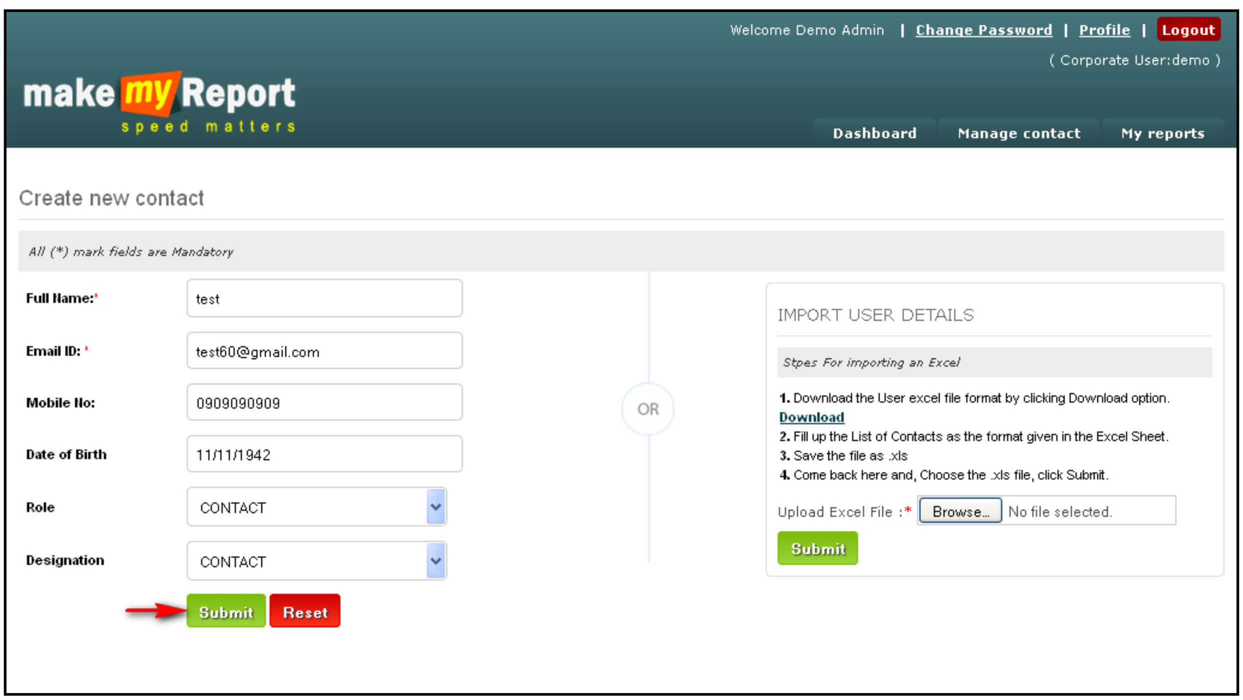
1. Go to manage contact menu and then click on contact list submenu to check the details of created contacts.
2. Click on edit button to edit a contact (***as shown in fig. MMR5).***
3. Click on deactivate button to deactivate a user account (***as shown in fig. MMR6).***
4. Click on activate button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



#	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

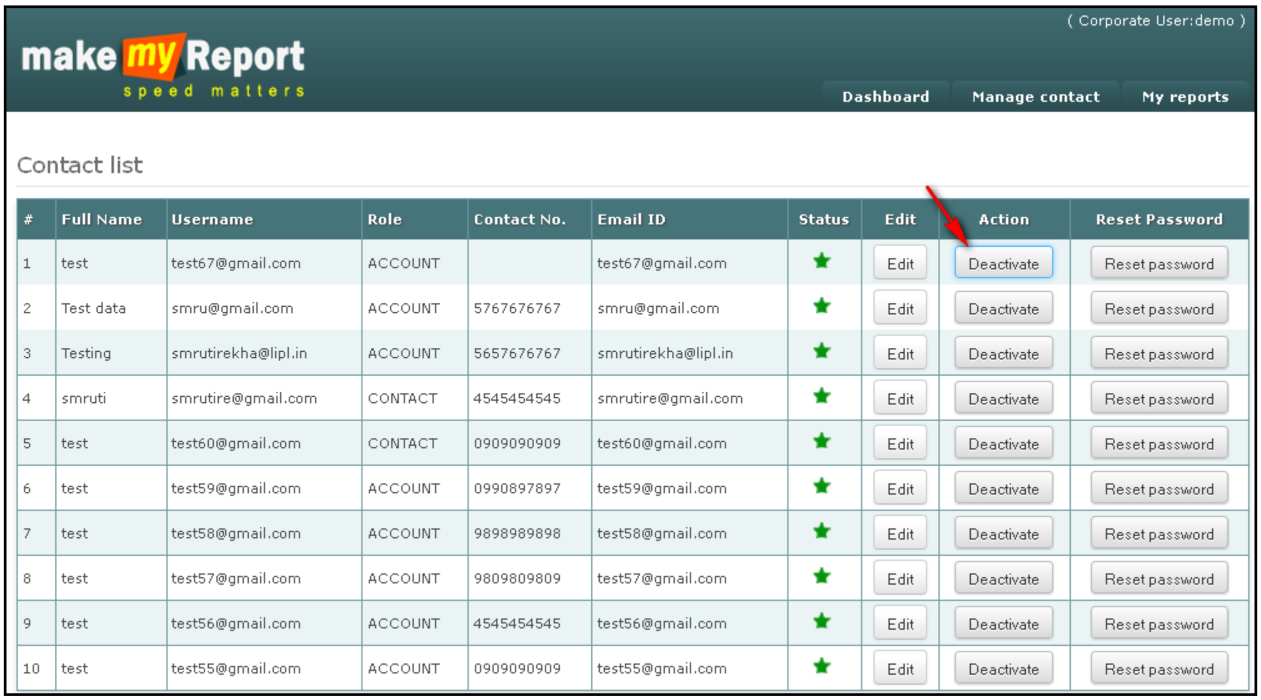
*(Fig. MMR 5: Displaying **edit button to edit a contact** in Make My Report)*



*(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

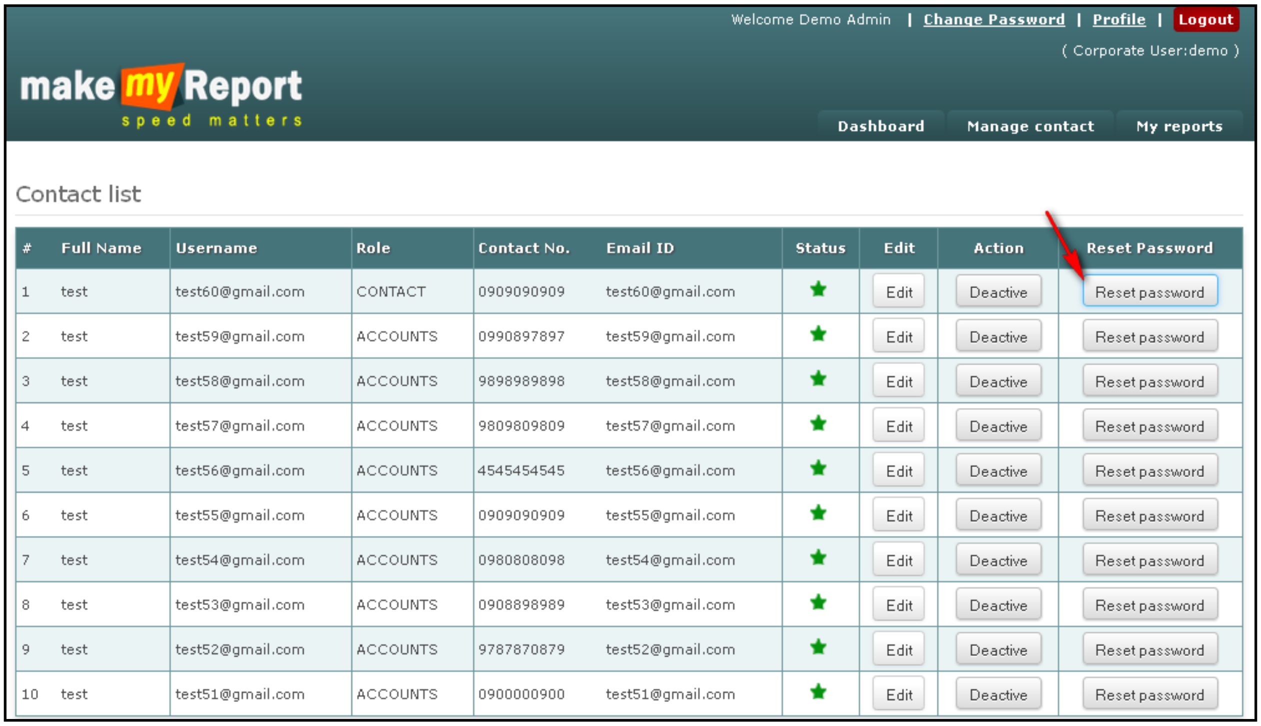


#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test67@gmail.com	ACCOUNT		test67@gmail.com	★	Edit	Deactivate	Reset password
2	Test data	smru@gmail.com	ACCOUNT	5767676767	smru@gmail.com	★	Edit	Deactivate	Reset password
3	Testing	smrutirekha@lipl.in	ACCOUNT	5657676767	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

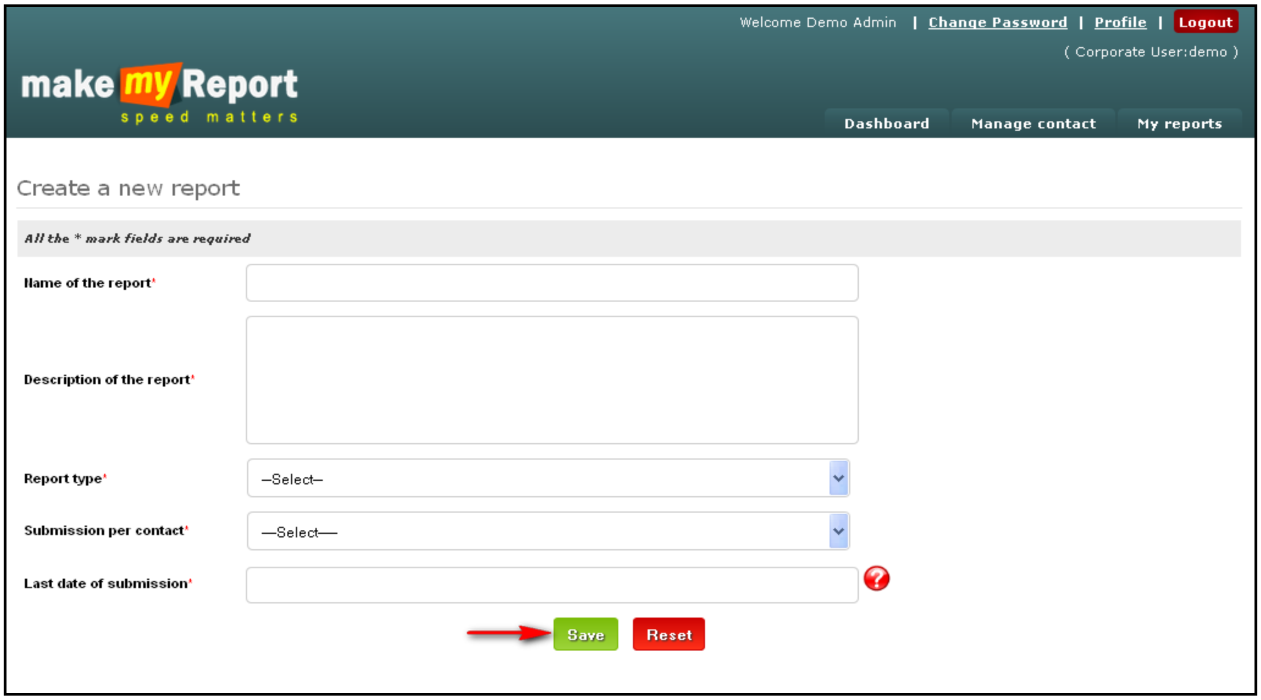


#	Full Name	Username	Role	Contact No.	Email ID	Status	Edit	Action	Reset Password
1	test	test60@gmail.com	CONTACT	0909090909	test60@gmail.com	★	Edit	Deactive	Reset password
2	test	test59@gmail.com	ACCOUNTS	0990897897	test59@gmail.com	★	Edit	Deactive	Reset password
3	test	test58@gmail.com	ACCOUNTS	9898989898	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.***

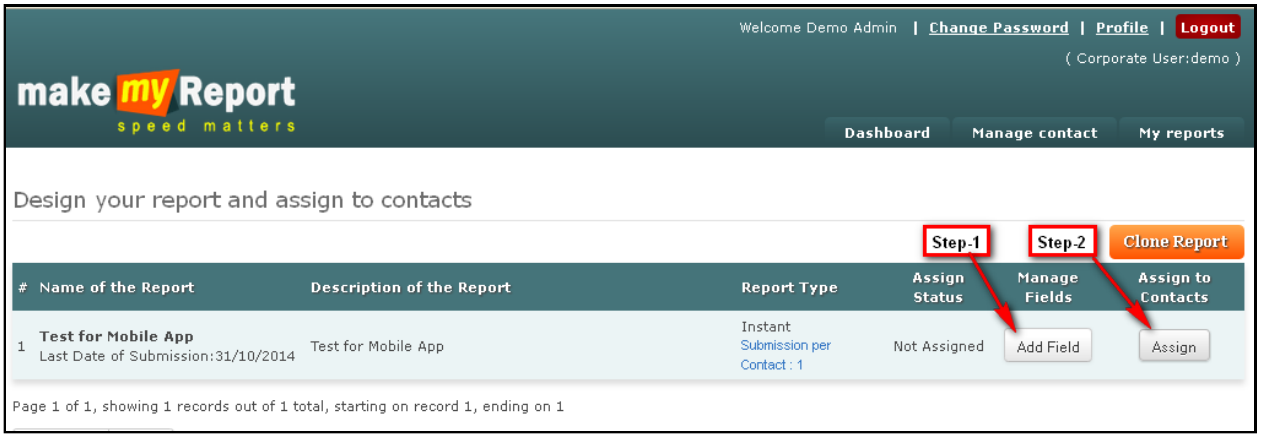
9. Create a new report



*(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.

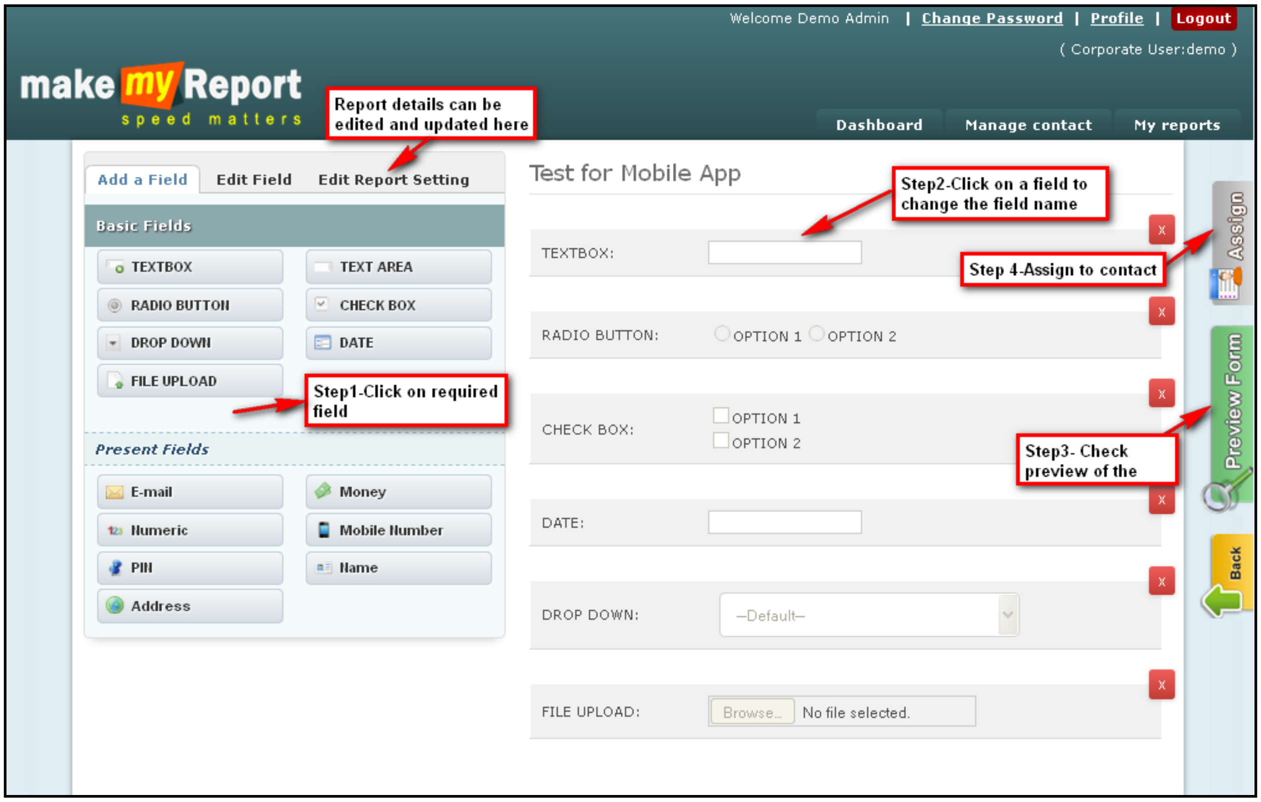
10. Design your report & assign to contacts



(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.

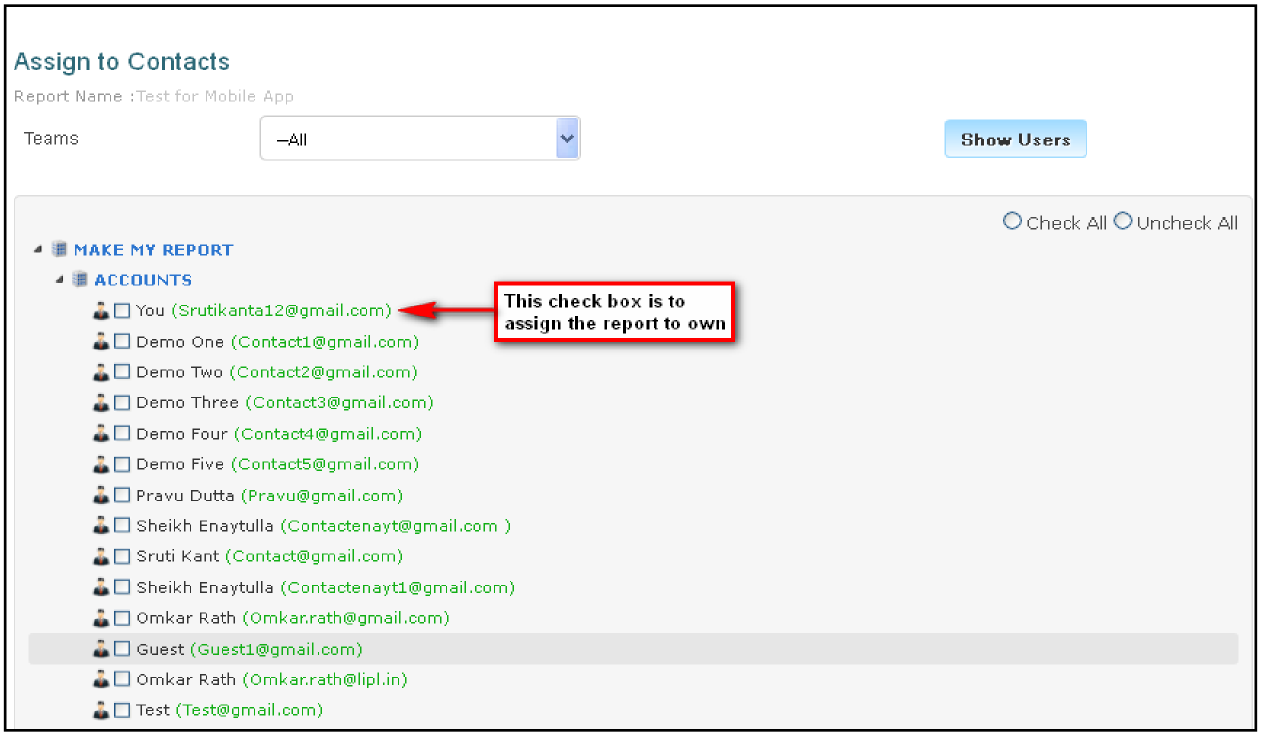
11. Add fields in a report



*(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.

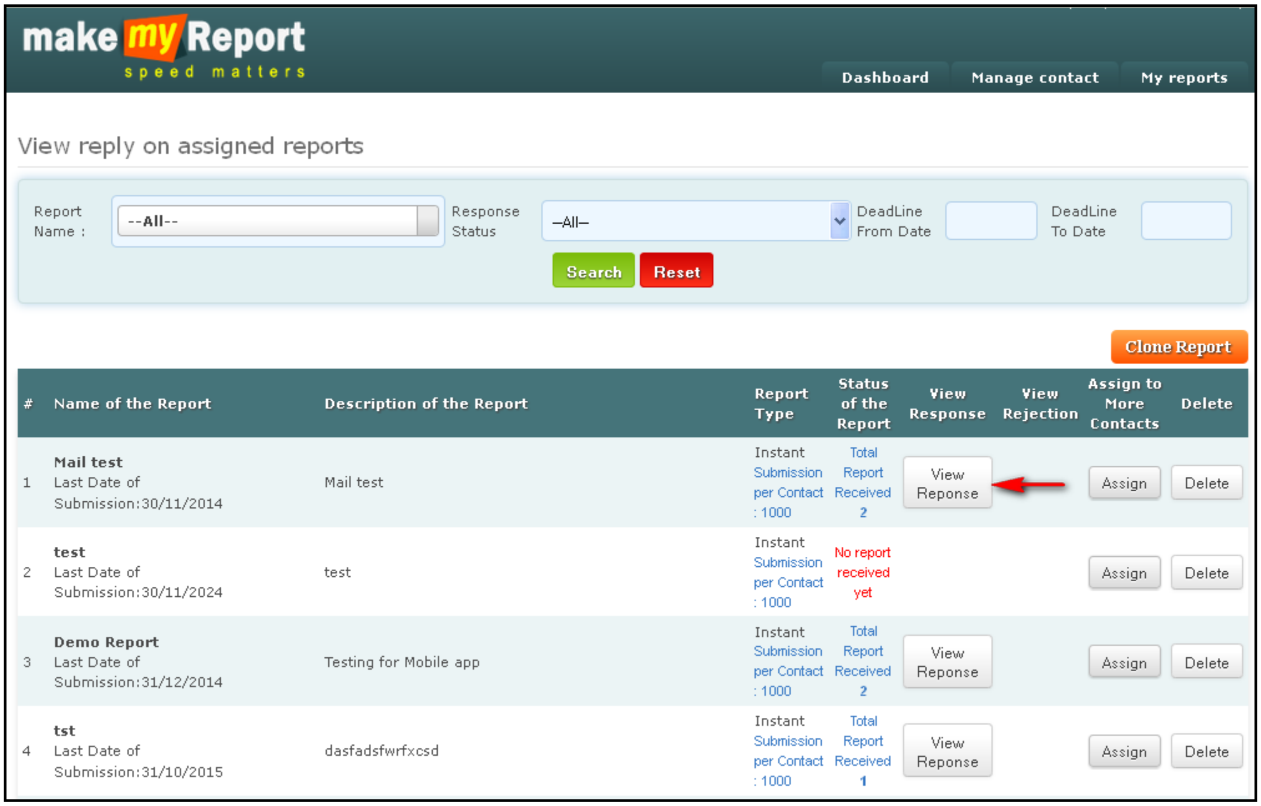
12. Assign to contacts



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

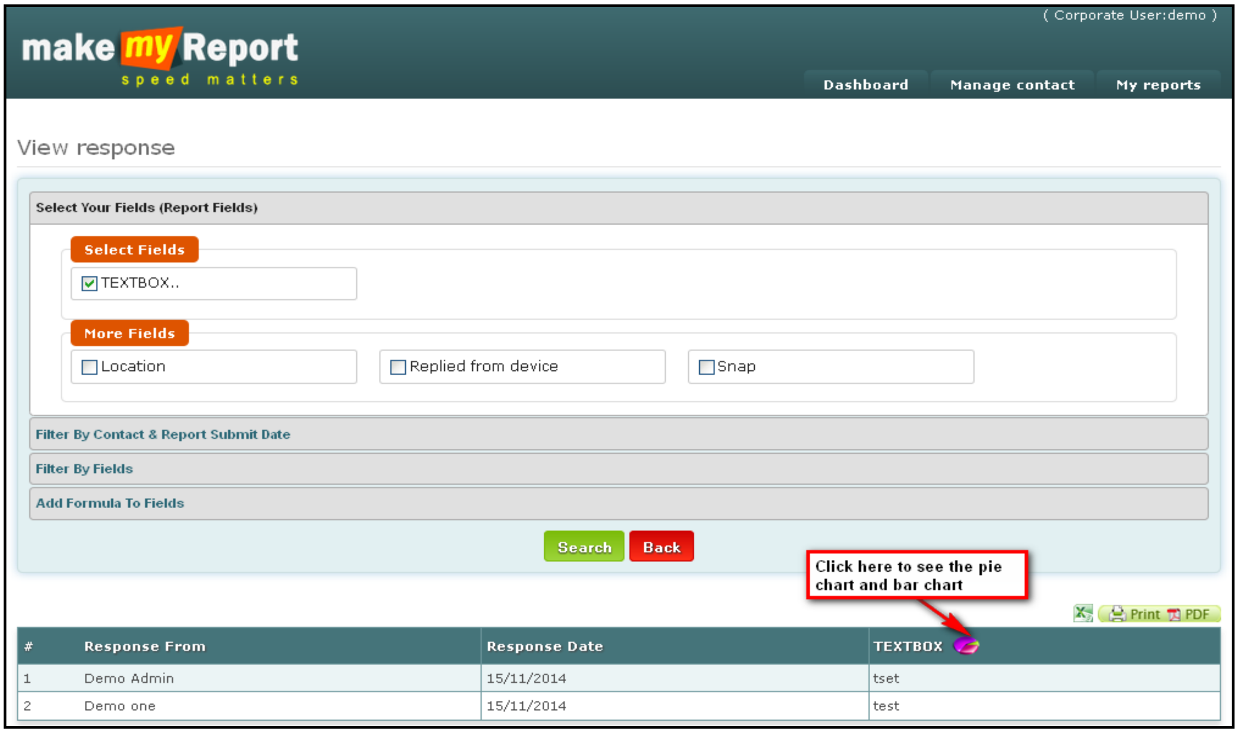
1. Here user can assign the designed report to contacts.
2. Select team from the dropdown, click on show users button.
3. Then it will display the list of user of the team.
4. By default this page will show all the list of created contacts.
5. Click on check all radio button to select all contacts at 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



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

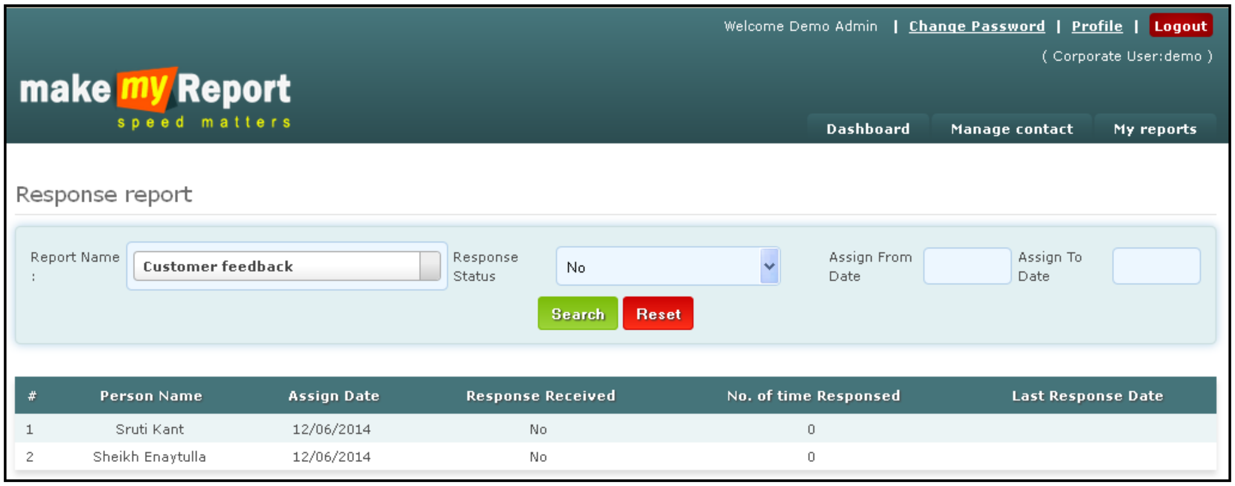
1. This page will show the reply status from contacts.
2. Go to my reports menu and click on view reply on assigned reports submenu.
3. Then, click on view response submenu to check the response from contacts on assigned reports (as shown in fig. MMR 13).
4. After click on view response it will open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



(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.

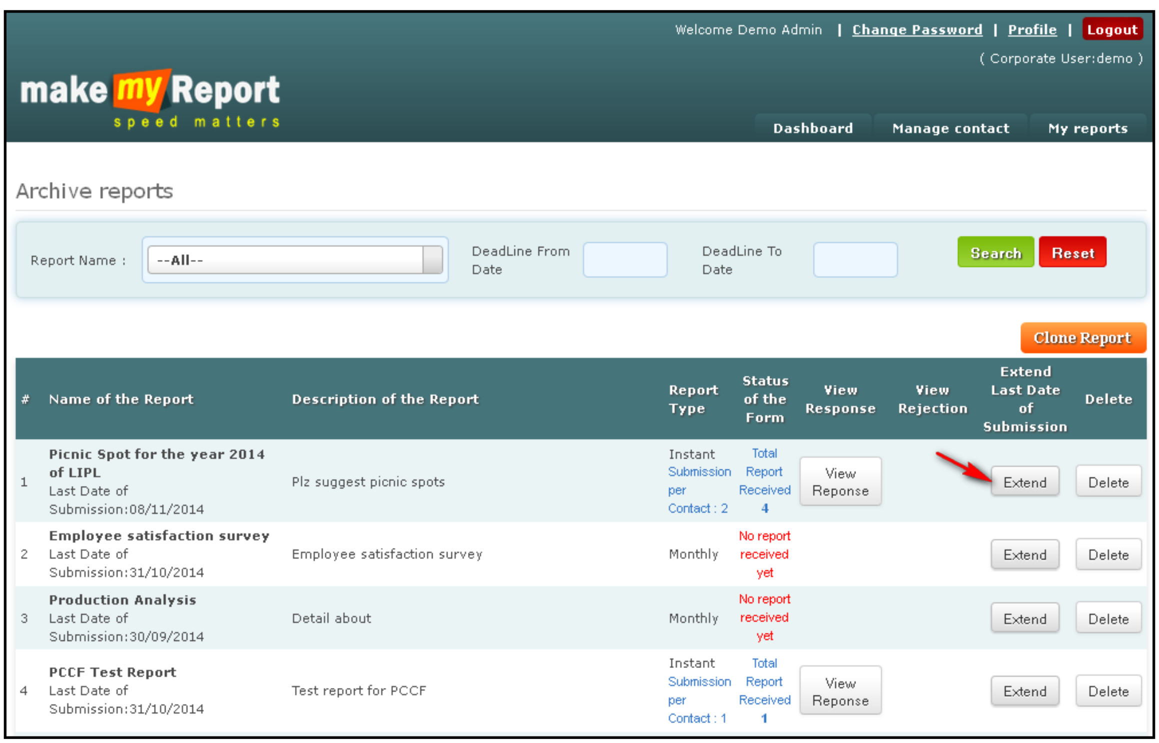
14. Response Report



(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

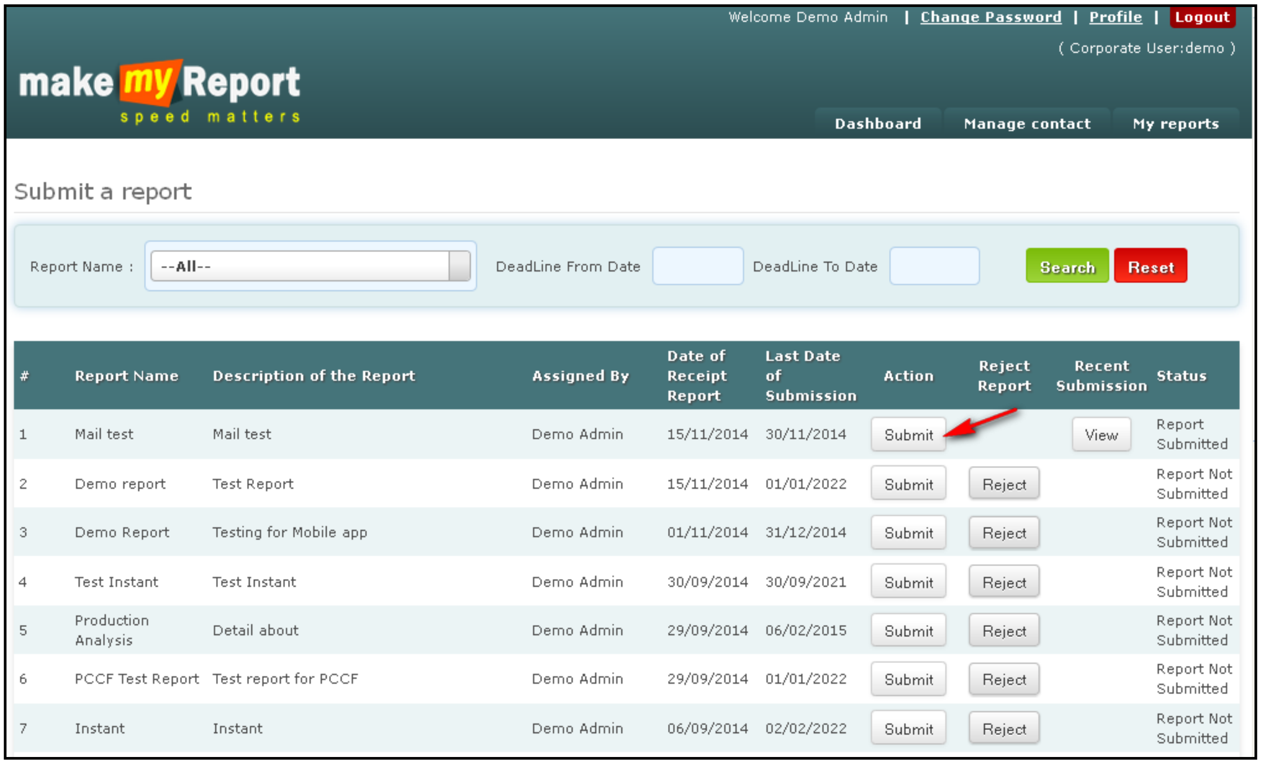


*(Fig. MMR 16: Displaying **extend button to extend the submission date** of Make My Report)*

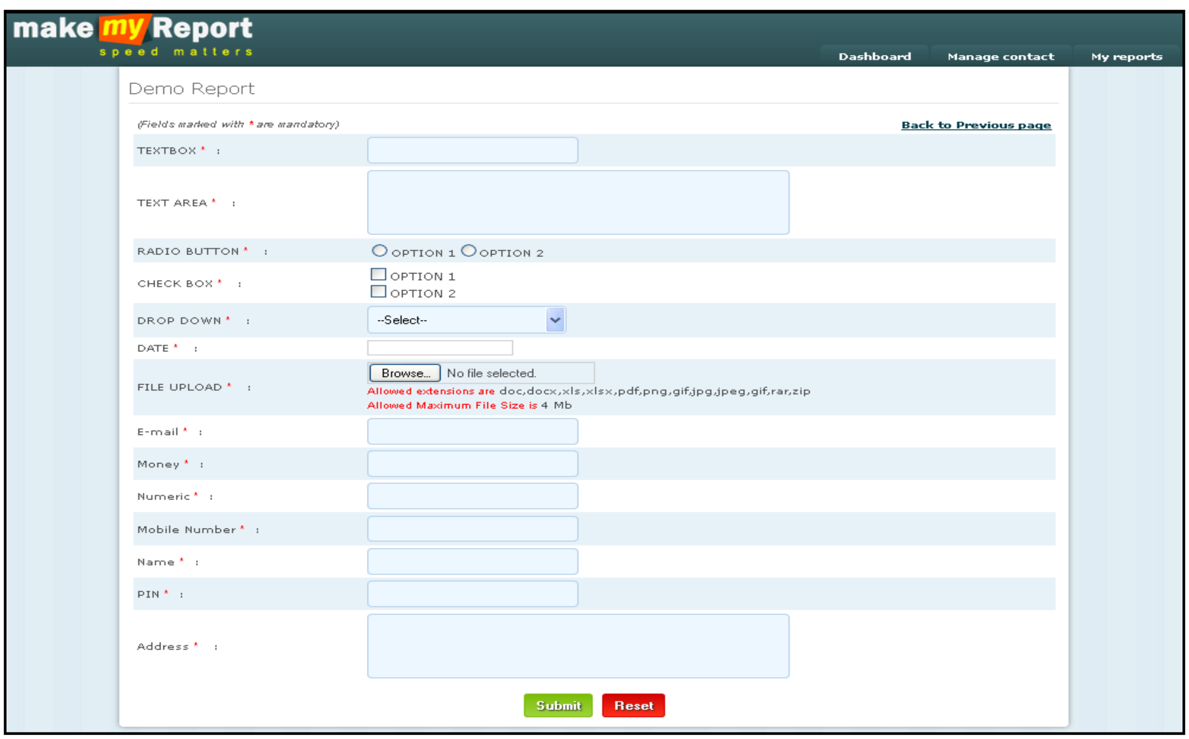
*(Fig. MMR 17: Displaying **extension pages to extend the submission date** of Make My Report)*

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



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



(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).***

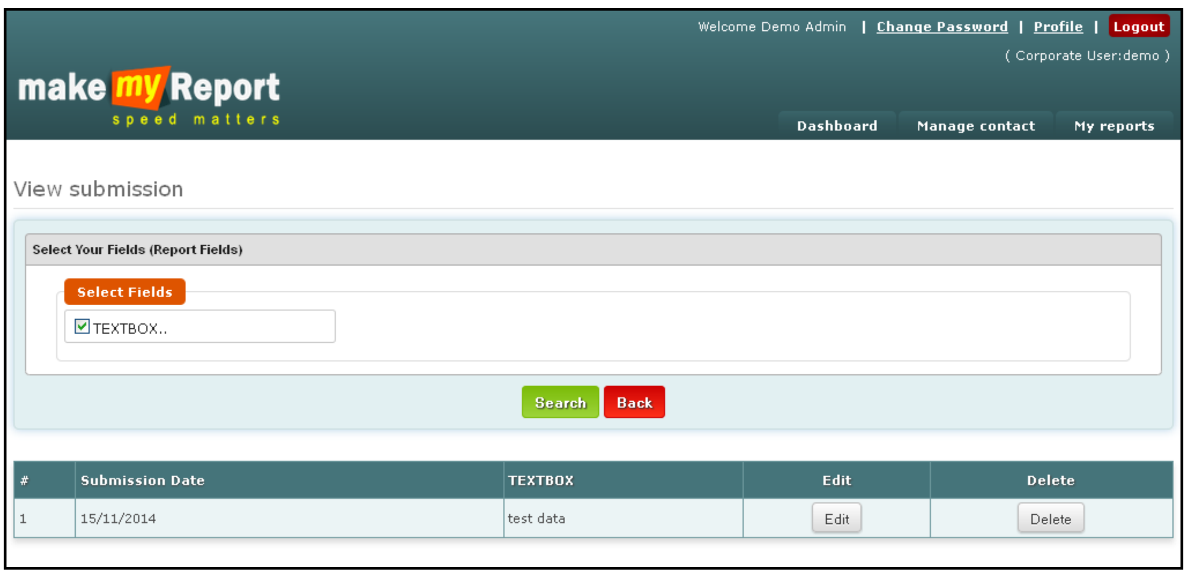
4. All red star mark fields are mandatory fields, which can be left blank.

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



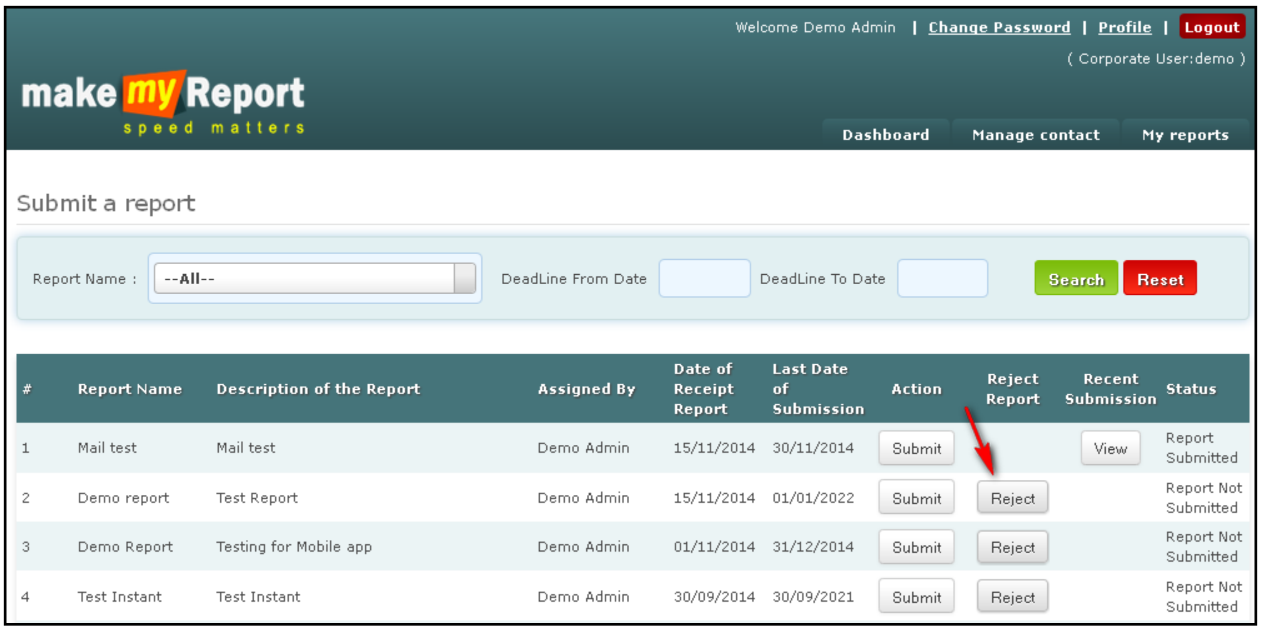
*(Fig. MMR 20: Displaying **view submission page to edit or delete the assigned report**)*

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.

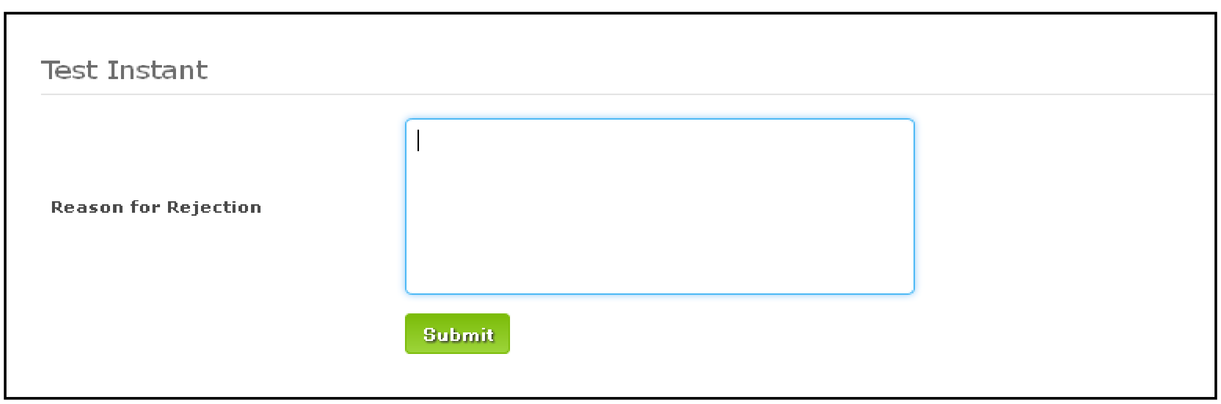
2. After click on view button, it will open a view submission page with two buttons as edit and delete.

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



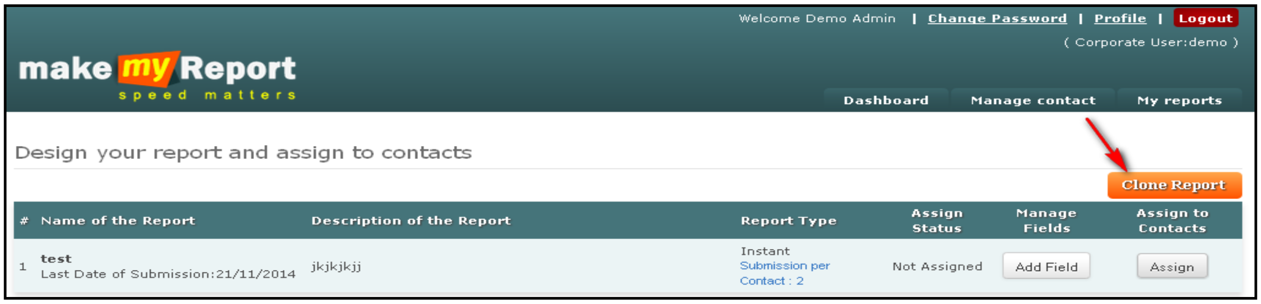
*(Fig. MMR 21: Displaying **reject button to reject the assigned report**)*



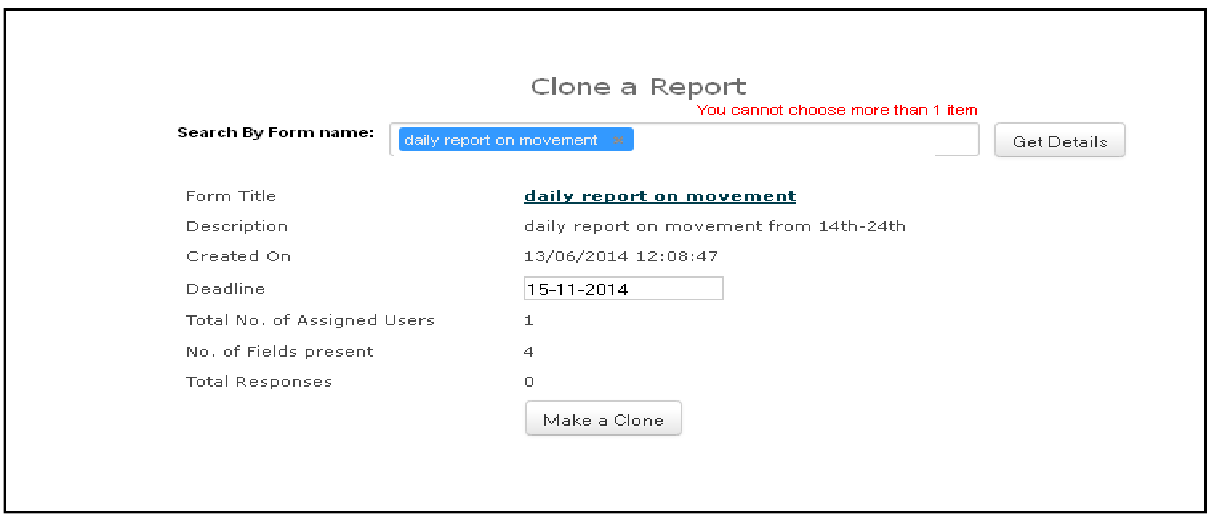
*(Fig. MMR 22: Displaying reason for **rejection field to reject the assigned report**)*

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.