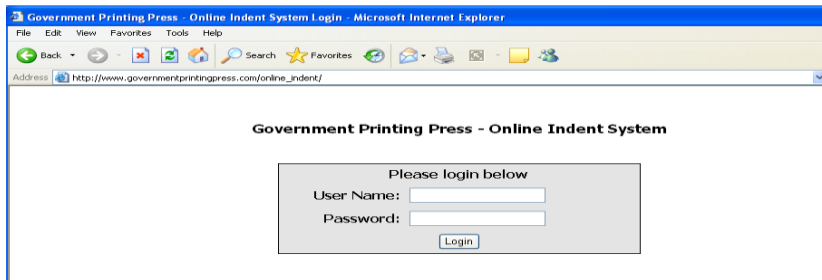
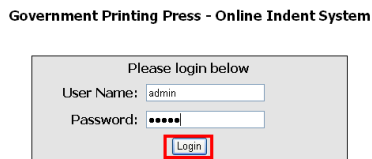


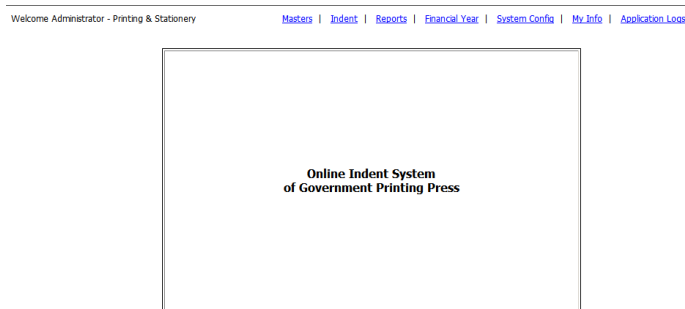
1)Type http://www.governmentprintingpress.com/online_indent/ in url and press Enter,Login page will get displayed



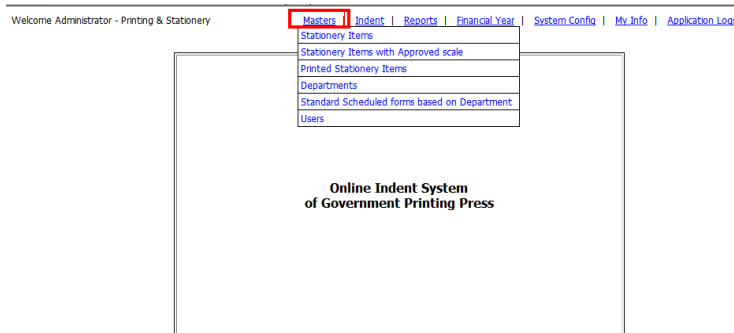
2)Enter username admin and password as admin and click on Login button



3)Main page gets displayed



4)To add new items click on Masters , different option will get displayed click on each to add respective items.



5)To add New stationary item click on Stationary items page will get displayed In that click on Add Stationary Item link .

Manage Stationery Items

[Add Stationery Item](#)

Search

| Sr. No. | Item Name | Action |
|---------|--|------------------------------|
| 1 | Adhesive tape (celotape), rolls of 1.3 cms | Update Stock |
| 2 | Ammonia paper, standard quality | Update Stock |
| 3 | Ammonia paper, superfine quality | Update Stock |
| 4 | Binding cloth | Update Stock |
| 5 | Binding cloth, rexin | Update Stock |
| 6 | Bodkins (poker) | Update Stock |

6) Enter The item details in right side block

Manage Stationery Items

[Add Stationery Item](#)

Search

| Sr. No. | Item Name | Action |
|---------|--|------------------------------|
| 1 | Adhesive tape (celotape), rolls of 1.3 cms | Update Stock |
| 2 | Ammonia paper, standard quality | Update Stock |
| 3 | Ammonia paper, superfine quality | Update Stock |
| 4 | Binding cloth | Update Stock |
| 5 | Binding cloth, rexin | Update Stock |
| 6 | Bodkins (poker) | Update Stock |
| 7 | Books ruled 2 qrs. (96 pgs), 20 x 32 cms. | Update Stock |
| 8 | Books ruled 4 qrs. (192 pgs), 20 x 32 cms. | Update Stock |
| 9 | Books ruled 6 qrs. (288 pgs), 20 x 32 cms. | Update Stock |
| 10 | Books ruled 8 qrs. (384 pgs), 20 x 32 cms. | Update Stock |
| 11 | Bow pens | Update Stock |

Add Stationery Item

Item Name

Unit

Price per Unit

Max in Stock

Min in Stock

Stock in hand

Is there periodicity of placing indents for the item?

Remarks

7) Then click on Save button

Manage Stationery Items

[Add Stationery Item](#)

Search

| Sr. No. | Item Name | Action |
|---------|--|------------------------------|
| 1 | Adhesive tape (celotape), rolls of 1.3 cms | Update Stock |
| 2 | Ammonia paper, standard quality | Update Stock |
| 3 | Ammonia paper, superfine quality | Update Stock |
| 4 | Binding cloth | Update Stock |
| 5 | Binding cloth, rexin | Update Stock |
| 6 | Bodkins (poker) | Update Stock |
| 7 | Books ruled 2 qrs. (96 pgs), 20 x 32 cms. | Update Stock |
| 8 | Books ruled 4 qrs. (192 pgs), 20 x 32 cms. | Update Stock |
| 9 | Books ruled 6 qrs. (288 pgs), 20 x 32 cms. | Update Stock |
| 10 | Books ruled 8 qrs. (384 pgs), 20 x 32 cms. | Update Stock |
| 11 | Bow pens | Update Stock |

Edit Stationery Item

Item Name

Unit

Price per Unit

Max in Stock

Min in Stock

Stock in hand

Is there periodicity of placing indents for the item?

Remarks

8) To update, Edit or delete the Stationary items that already exists click on links as shown below.

Manage Stationery Items

[Add Stationery Item](#)

Search









| Sr. No. | Item Name | Action |
|---------|--|------------------------------|
| 1 | Adhesive tape (celotape), rolls of 1.3 cms | Update Stock |
| 2 | Ammonia paper, standard quality | Update Stock |

11) To update click on Update link Right side block will get displayed enter the data and click on save.

Manage Stationery Items

[Add Stationery Item](#)

Search

| Sr. No. | Item Name | Action |
|---------|--|--|
| 1 | Adhesive tape (celotape), rolls of 1.3 cms | Update Stock   |
| 2 | Ammonia paper, standard quality | Update Stock   |
| 3 | Ammonia paper, superfine quality | Update Stock   |
| 4 | Binding cloth | Update Stock   |

Update Stock

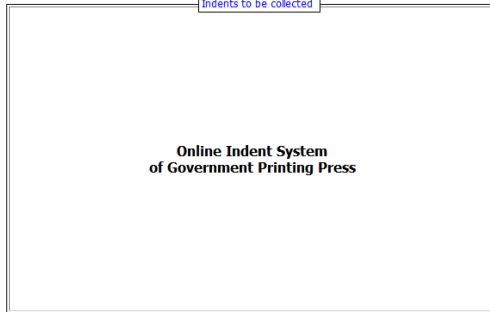
Item Name Adhesive tape (celotape), rolls of 1.3 cms

Max in Stock 500 Min in Stock 100

Stock in hand

12) Click on indent link to view pending indents or collected indents.

[Pending Indents](#)
[Indents to be collected](#)



13) Click on pending indents, page will get displayed showing pending indent as shown below.

Pending Indents

- [Indent No: 3](#)
Placed on: 20-02-2009
By : Collectrate North
- [Indent No: 4](#)
Placed on: 20-02-2009
By : Collectrate North
- [Indent No: 6](#)
Placed on: 21-02-2009
By : Collectrate North

14) Click on any one indent link, page will get displayed as shown below, enter the blocks and enter date and time and click on Accept button

Indent

Indent No 3
Indent Date 20-02-2009
Department Collectrate North
Details of Budget Head for Office expenses / Stationery and Printing Demand no.77 3056-00-001-01-13
Budget Provision in the Year 2009 - 10 Rs. 1,600,000.00
Available Fund Rs. 300,000.00

Stationery Items with Approved scale

| Sr. No. | Item Name | Price per unit (Rs) | Entitlement as per the norm of the Government considering the sanctioned post of the employees | Balance available on the day of the requisition | Actual requirements of the year | Price of the item requested (Rs) | Quantity approved for supply | Price of items approved for supply (Rs) | Remarks |
|---------|---|---------------------|--|---|---------------------------------|----------------------------------|------------------------------|---|---------|
| 1 | Desk knives, Nos. | 10 | Every 4 years 2 per Section | 5 | 32 | 320 | | | |
| 2 | Ink violet for rubber stamps, Phials | 10 | Annual 1 per Gazetted Officer | 15 | 200 | 2000 | | | |
| 3 | Paper typing, 21X29.7 cms. Xerox Paper (70GSM), Reams | 10 | Annual 15 per Photocopying Machine | 13 | 2 | 20 | | | |

Non Standard forms

| Sr. No. | Item Name | Price per unit (Rs) | Balance available on the day of the requisition | Actual requirements of the year | Price of the item requested (Rs) | Quantity approved for supply | Price of items approved for supply (Rs) | Remarks |
|---------|----------------------------------|---------------------|---|---------------------------------|----------------------------------|------------------------------|---|---------|
| 1 | Challan Forms GAR 6 (Green), nos | 4 | 35 | 75 | 300 | | | |
| 2 | Inward/Outward Register, nos | 4 | 75 | 100 | 400 | | | |
| 3 | Log Book, nos | 4 | 40 | 150 | 600 | | | |
| 4 | Note Sheets, nos | 4 | 75 | 150 | 600 | | | |
| 5 | Service Book, nos | 4 | 100 | 100 | 400 | | | |

Total Price of the requested items : Rs. 14,530.00

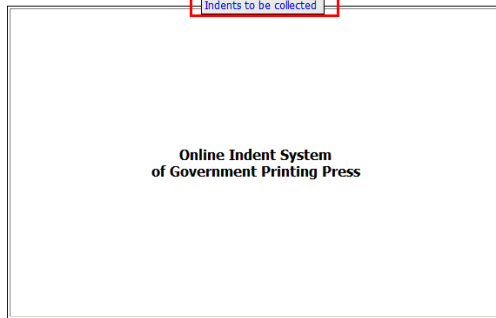
Total Price of approved items : Rs.

Indent Collection Date and Time : @ :

15)Click on Indents to be collected link .

[Pending Indents](#)

[Indents to be collected](#)



16)Page will get displayed as shown below

Indents to be collected

[Indent No: 2](#)

Placed on: 20-02-2009
 By : Collectrate North
 Indent Collection Date and Time : 28-02-2009 @ 16:20 PM

[Indent No: 5](#)

Placed on: 21-02-2009
 By : Collectrate North
 Indent Collection Date and Time : 28-02-2009 @ 10:00 AM

17)Click on any one indent link page will get displayed, enter the date , time and collected from details and click on save button.

Indent

Indent No 2
Indent Date 20-02-2009
Department Collectrate North
Details of Budget Head for Office expenses / Stationery and Printing Demand no.77 3056-00-001-01-13
Budget Provision in the Year 2009 - 10 Rs. 1,600,000.00
Available Fund Rs. 1,000,000.00

Stationery Items

| Sr. No. | Item Name | Price per unit (Rs) | Balance available on the day of the requisition | Actual requirements of the year | Price of the item requested (Rs) | Quantity approved for supply | Price of items approved for supply (Rs) | Remarks |
|---------|--|---------------------|---|---------------------------------|----------------------------------|------------------------------|---|---------|
| 1 | Adhesive tape (celotape), rolls of 1.3 cms, Nos. | 10 | 10 | 115 | 1150 | 0 | 0 | |
| 2 | Drawing paper white, 76.2 x 56 cms., Sheets | 10 | 23 | 25 | 250 | 22 | 220 | |
| 3 | Envelopes 13 x 28 cms, Nos. | 10 | 50 | 200 | 2000 | 45 | 450 | |
| 4 | Note sheets, Nos. | 10 | 100 | 600 | 6000 | 0 | 0 | |

Non Standard forms

| Sr. No. | Item Name | Price per unit (Rs) | Balance available on the day of the requisition | Actual requirements of the year | Price of the item requested (Rs) | Quantity approved for supply | Price of items approved for supply (Rs) | Remarks |
|---------|-------------------------------------|---------------------|---|---------------------------------|----------------------------------|------------------------------|---|---------|
| 1 | Cash Book, nos | 4 | 2 | 28 | 112 | 20 | 80 | |
| 2 | Register of Contingent Charges, nos | 4 | 2 | 3 | 12 | 2 | 8 | |
| 3 | Service Book, nos | 4 | 1 | 2 | 8 | 1 | 4 | |
| 4 | Telephone Rent Bill Register, nos | 4 | 2 | 20 | 80 | 2 | 8 | |

Total Price of the requested items : Rs. 9,612.00
Total Price of approved items : Rs. 770.00

Indent Collection Date and Time : 28-02-2009 04:20 PM

Actual Indent Collection Date and Time dd-mm-yyyy @ 9 AM : 00

Collect From

18)To view the reports click on Reports link here you can find different options click on any one link to get its report.

**Online Indent System
of Government Printing Press**

- [All Indents](#)
- [Pending Indents](#)
- [Issued Indents](#)
- [Collected Indents](#)
- [Stock Position](#)
- [Item List](#)

19)Click on All indents link page will get displayed as shown below enter the department name you want to get printed enter from and to date and click on Submit Button

All Indent Reports

- Within a Date Range
- Summary Report

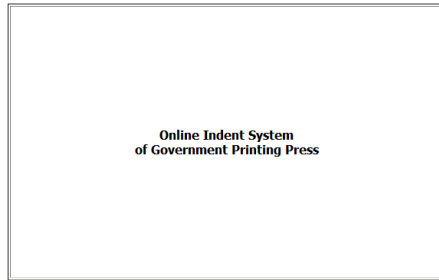
Within a Date Range

Department Name:

From Date:

To Date:

20)To view the Financial Year click on Financial Year link as shown below.

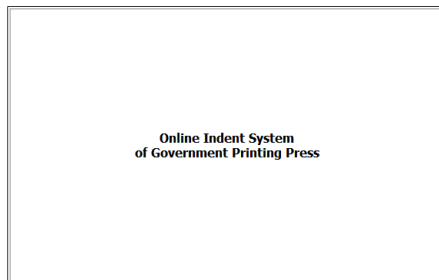


21)Page will get displayed , enter the Financial Start date and end date and click on Save button.

Edit Financial Year

| | | |
|----------------------|---|---|
| Financial Start Date | <input type="text" value="01-05-2009"/> | <input type="button" value="..."/> |
| Financial End Date | <input type="text" value="30-04-2010"/> | <input type="button" value="..."/> |
| | | <input type="button" value="Save"/> <input type="button" value="Cancel"/> |

22)To view the System Config click on System Config link as shown below.



23)Page will get displayed , enter the System Name , official name and official Email address and click on Save button.

Edit System Config

| | | |
|------------------------|---|---|
| System Name | <input type="text" value="Online Indent System of Govern"/> | |
| Official Name | <input type="text" value="Government Printing Press Dire"/> | |
| Official Email Address | <input type="text" value="dir-gpps.goa@nic.in"/> | |
| | | <input type="button" value="Save"/> <input type="button" value="Cancel"/> |

24)To Change admin password click on My info link as shown below , page will get displayed enter the password and re enter the same password in repeat Password block and click on save button.

Welcome Administrator - Printing & Stationery [Masters](#) | [Indent](#) | [Reports](#) | [Financial Year](#) | [System Config](#) | [My Info](#) | [Application Logs](#)

Edit My Personal Details

Name

Email Address

User Name

Password

Repeat Password

25) To view the login details click on Application Logs link, two options will be displayed. To view number of successful logins click on Login Logs and to view number of failed logins click on failed login Attempts

Welcome Administrator - Printing & Stationery [Masters](#) | [Indent](#) | [Reports](#) | [Financial Year](#) | [System Config](#) | [My Info](#) | [Application Logs](#) | [Login Logs](#) | [Failed Login Attempts](#)

**Online Indent System
of Government Printing Press**

26) Login logs will display details as shown below

Welcome Administrator - Printing & Stationery [Masters](#) | [Indent](#) | [Reports](#) | [Financial Year](#) | [System Config](#) | [My Info](#) | [Application Logs](#)

Login Logs

| Log No. | Username | Time Stamp | IP Address | Login/Logout | URL |
|---------|----------|---------------------|------------|------------------|--|
| 21 | admin | 2009-09-19 12:24:46 | 127.0.0.1 | Login Successful | /gpp/online_indent/chk_login.php |
| 20 | admin | 2009-09-19 12:24:38 | 127.0.0.1 | Session Time Out | /gpp/online_indent/edit_sys_config.php |
| 19 | admin | 2009-09-19 11:03:28 | 127.0.0.1 | Login Successful | /gpp/online_indent/chk_login.php |
| 18 | admin | 2009-09-19 10:36:19 | 127.0.0.1 | Login Successful | /gpp/online_indent/chk_login.php |
| 17 | admin | 2009-09-18 13:47:32 | 127.0.0.1 | Login Successful | /gpp/online_indent/chk_login.php |
| 16 | admin | 2009-09-18 13:44:45 | 127.0.0.1 | Login Successful | /gpp/online_indent/chk_login.php |

27) Login Failed Attempts will display details as shown below

Welcome Administrator - Printing & Stationery [Masters](#) | [Indent](#) | [Reports](#) | [Financial Year](#) | [System Config](#) | [My Info](#) | [Application Logs](#)

Login Attempts

| IP Address | Attempts | Time Stamp |
|------------|----------|---------------------|
| 127.0.0.1 | 2 | 2009-09-18 10:25:59 |