

USER MANUAL

OF

MAKE **MY** REPORT.COM

PREPARED BY:

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BHUBANESWAR

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CONTACT 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.

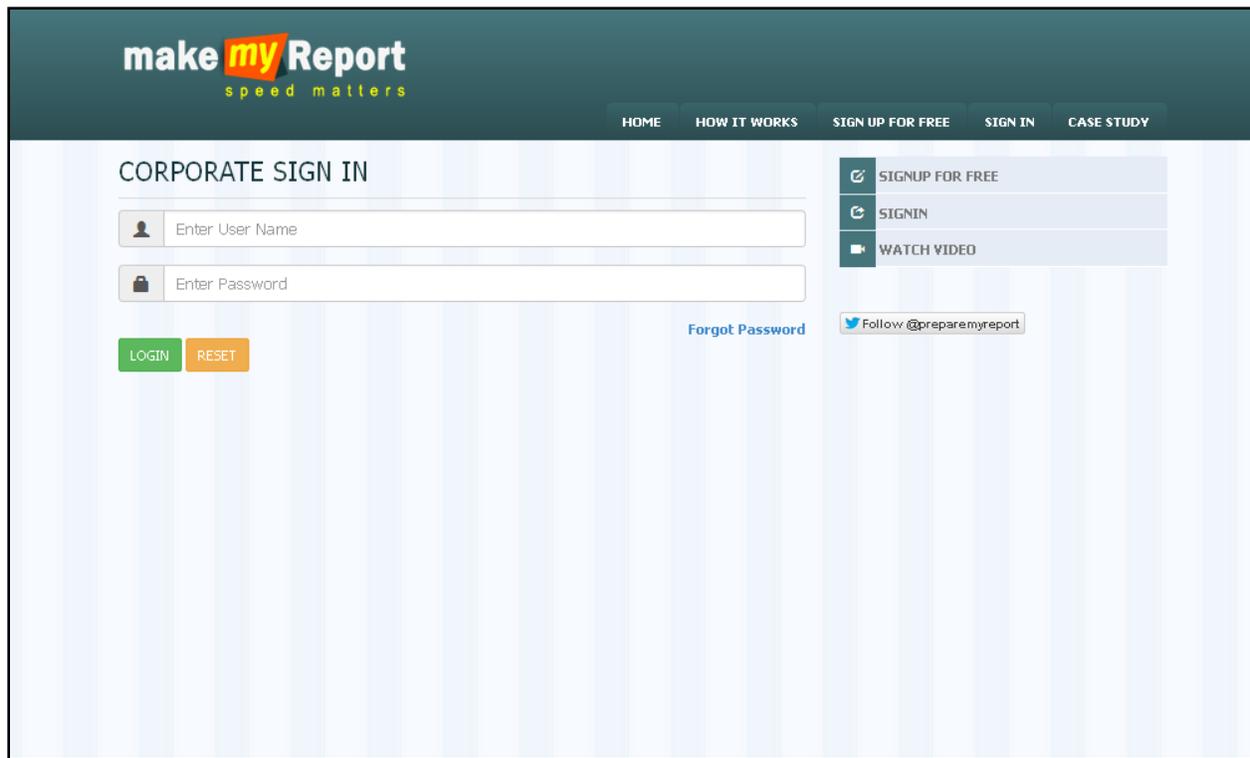
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This will help you having your reports compiled automatically without doing much follow ups & compilation exercise. You can also see the reporting status of your ground offices.

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.

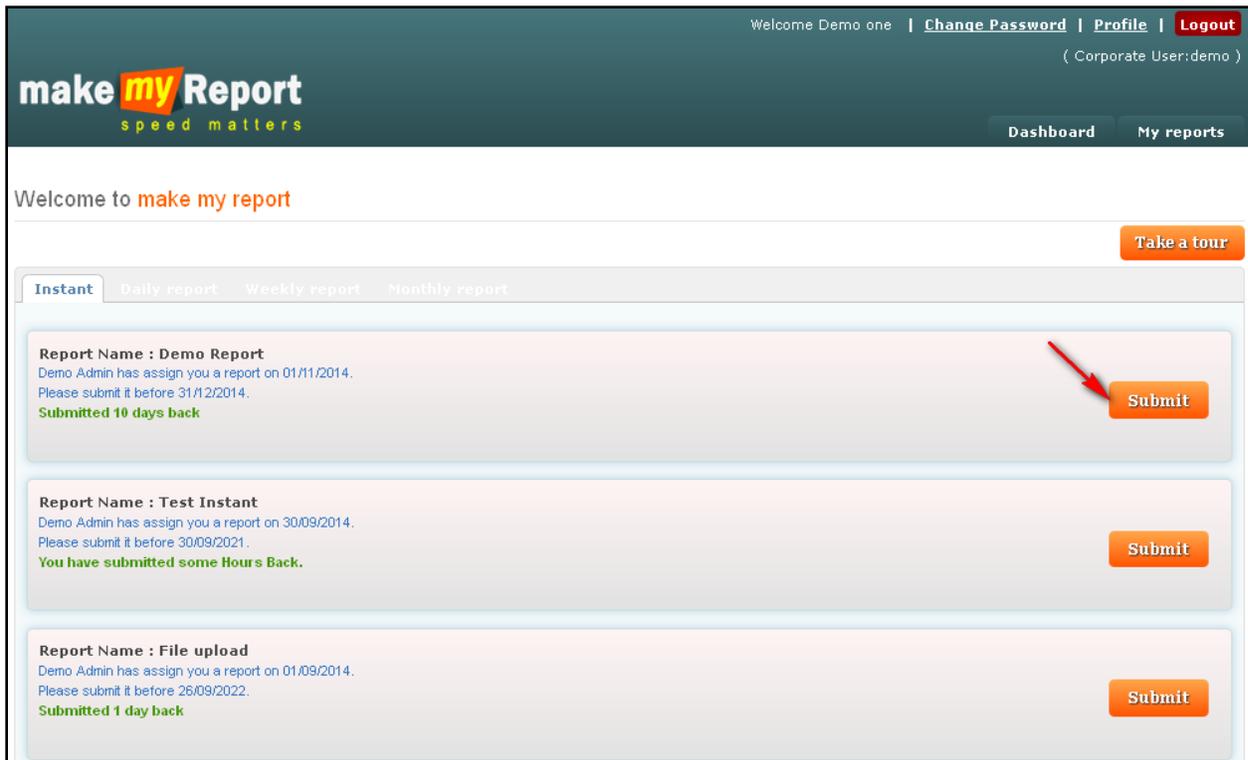
3. Login to the system



(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.

4. Dashboard



(Fig. MMR 2: Displaying the *dashboard* view of Make My Report)

1. After login to the system it will open the dashboard page.
2. This page will show the list of assigned reports with all details like report name, report assigned date, report submission date and a status of submission.
3. There are others tabs in this page as, Instant, daily report, weekly report and monthly report.
4. Click on required tab which you want to open with the assigned report.
5. Click on submit button to submit the report.
6. Click on **Take a tour** button to check the user guide on using of make My Report.

5. Submit a Report

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

make my Report
speed matters

Dashboard 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	test	test	Demo Admin	14/11/2014	30/11/2024	Submit	Reject		Report Not Submitted
2	November Sales Report 2014	Rahul needs the sales report for the 2nd week of november 2014	Omkar Rath	12/11/2014	15/11/2014			View	Report Submitted
3	Picnic Spot for the year 2014 of LIPL	Plz suggest picnic spots	Demo Admin	06/11/2014	08/11/2014			View	Response submitted.
4	Demo Report	Testing for Mobile app	Demo Admin	03/11/2014	31/12/2014	Submit		View	Report Submitted
5	Employee satisfaction survey	Employee satisfaction survey	Demo Admin	20/10/2014	31/10/2014				Form submission exceeded the deadline.
6	Test Instant	Test Instant	Demo Admin	13/11/2014	30/09/2021	Submit		View	Report Submitted

(Fig. MMR 3: Displaying the submit button in submit a report page)

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Dashboard My reports

[Submit a report](#)

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 * : --Select--

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 4: Displaying the assigned report page for submission)

1. To submit the assigned report, click on the submit button in dashboard page or go to My Report menu and click on submit a report submenu (*as shown in fig. MMR3*).
2. After click on submit button the assigned report page will be opened (*as shown in fig. MMR4*).
3. Fill up all fields in assigned report and click on submit button.
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.**

6. Reject a Report

The screenshot shows the 'make my Report' dashboard. At the top, there is a navigation bar with 'Welcome Demo one', 'Change Password', 'Profile', and 'Logout' (highlighted in red). Below the navigation bar is the 'make my Report' logo and 'speed matters' tagline. The main content area is titled 'Submit a report' and contains a form with a 'Report Name' dropdown (set to '--All--'), 'Deadline From Date' and 'Deadline To Date' input fields, and 'Search' and 'Reset' buttons. Below the form is a table of assigned reports with columns: #, Report Name, Description of the Report, Assigned By, Date of Receipt Report, Last Date of Submission, Action, Reject Report, Recent Submission, and Status. A red arrow points to the 'Reject' button in the 'Action' column for the second report.

#	Report Name	Description of the Report	Assigned By	Date of Receipt Report	Last Date of Submission	Action	Reject Report	Recent Submission	Status
1	test	test	Demo Admin	14/11/2014	30/11/2024	Submit	Reject		Report Not Submitted
2	November Sales Report 2014	Rahul needs the sales report for the 2nd week of november 2014	Omkar Rath	12/11/2014	15/11/2014			View	Report Submitted
3	Picnic Spot for the year 2014 of LIPL	Plz suggest picnic spots	Demo Admin	06/11/2014	08/11/2014			View	Response submitted.
4	Demo Report	Testing for Mobile app	Demo Admin	03/11/2014	31/12/2014	Submit		View	Report Submitted
5	Employee satisfaction survey	Employee satisfaction survey	Demo Admin	20/10/2014	31/10/2014				Form submission exceeded the deadline.
6	Test Instant	Test Instant	Demo Admin	13/11/2014	30/09/2021	Submit		View	Report Submitted

(Fig. MMR 5: Displaying the assigned report page for rejection)

test

Reason for Rejection

Submit

(Fig. MMR 5.1: Displaying the *reason for rejection page* to reject a report.)

1. To reject an assigned report, go to My Report menu and click on submit a report submenu (*as shown in fig. MMR5*).
2. Click on the reject button and then it will open a pop up window (*as shown in fig. MMR5.1*).
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.

7. View and edit a Report

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

make my Report
speed matters

Dashboard 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	test	test	Demo Admin	14/11/2014	30/11/2024	Submit	Reject		Report Not Submitted
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5	Employee satisfaction survey	Employee satisfaction survey	Demo Admin	20/10/2014	31/10/2014				Form submission exceeded the deadline.
6	Test Instant	Test Instant	Demo Admin	13/11/2014	30/09/2021	Submit		View	Report Submitted

(Fig. MMR 6: Displaying the **view button** to view a report.)

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

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Dashboard My reports

View submission

Select Your Fields (Report Fields)

Check All Uncheck All

[Select Fields](#)

Name.. Project Name.. E-mail..

Mobile Number.. Gender.. Budget Allowed..

City.. Date of Submission.. Remarks..

[Search](#) [Back](#)

#	Submission Date	Name	E-mail	Mobile Number	Project Name	Edit	Delete
1	12/11/2014	Rahul Tiwari	CREDA	rahultiwari@lipl.in	9900176874	Edit	Delete

(Fig. MMR 7: Displaying the **Edit button** to edit a report.)

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

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Dashboard My reports

November Sales Report 2014

*(Fields marked with * are mandatory)*

Name * :

Project Name * :

E-mail * :

Mobile Number * :

Gender * : Male Female

Budget Allowed * :

City :

Date of Submission * :

Remarks:



*(Fig. MMR 8: Displaying the **Update** button to edit and update a report.)*

1. To view an assigned report, go to My Report menu and click on submit a report submenu, then click on view button *(as shown in fig. MMR6)*.
2. **User can't view the report until the report has not been submitted.**
3. After click on view button, it will open a view submission page with two buttons as edit and delete.
4. Click on edit button to edit a submitted report *(as shown in fig. MMR7)*.
5. After click on edit button, it will open the submitted report.
6. Now edit the required field and click on update button.
7. **Once the report submission date will be crossed, then you cannot edit the report.**
8. In select fields user can check and uncheck the fields to get the column in report accordingly.

9. Update Profile

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

Dashboard My reports

Profile

All (*) mark fields are Mandatory

Full Name:*

Mobile No:*

Date of Birth:*

(Fig. MMR 9: Displaying the **profile details page** to edit and update a profile)

1. To edit the profile details of a user, click on the profile link on top right corner of the web page (*as shown in Fig. MMR 9*).
2. Edit the required field and click on save button to save the record.
3. Click on reset button to refresh the fields.

10. Change Password

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

Dashboard My reports

Change Password

All (*) mark fields are Mandatory

Old Password:*

New Password:*

Confirm Password:*

(Fig. MMR 10: Displaying the **change password page**)

1. To change the password click on the profile link on top right corner of the web page (*as shown in Fig. MMR 10*).
2. Fill up old password, new password and confirm password field, then click on save button.
3. **Once the password will be changed, system will not allow to login with old password.**