TSOnline
Department of School Education, TG
User Manual for
"Distribution of Notebooks & Workbooks"
By
TGOnline
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1. INTRODUCTION

Department of school education portal http://schooledu.telangana.gov.in/ISMS/ was developed to bring all information related to education on a single platform. It's desired to monitor all data to make education an ennobling experience.

2. **OBJECTIVE**

To capture the distribution of Workbooks and Note Books to the students for all the classes from State to District, District to Mandal, Mandal to School and School receiving.

The system facilitates to know how many Workbooks and Note Books are distributed to students and how many Workbooks and Note Books are leftover at school.

3. SCOPE

This document explains the process of the Workbooks and Note Books distribution.

4. **PROCESS DEO RECEIVED**

This service is applicable for DEO **Note: -** Here User can access the Services through ISMS and Samagra Shiksha Portals.

Through Samagra Shiksha Portal: -

 Browse https://www.samagrashiksha.telangana.gov.in/SamagraShiksha/, below screen displayed. Click on Login as depicted in the below figure.



Figure 1 :- Login Page

• Enter User Id, Password and Captcha and click Login as depicted in the below figure

doo3601						
4003001						
		4	5	0	2	3
45023						
						2
		Login				
	Figure 2	:- Login Screen				
						Dago [

Select Note Books and Workbooks Module as depicted in the below figure

	Welcome to Integrated So	chool Management System	User : deo360
	NON TEACHING	STUDENT INFORMATION	
& <u>Click here</u>	% <u>Click here</u>	& <u>Click here</u>	& <u>Click here</u>
IOTE BOOKS & WORK BOOKS	FLN (FOUNDATIONAL		HRMS-TEACHER SERVICE
Click here	% Click here	& Click here	& Click here

Figure 3 :- Module selection

Below home screen is displayed as shown in the below figure

me	Services	 Reports 	Logout		
					Login ID : deo3601 - ADILAB
		We	Icome to TextBook	C Delivery Tracker	
		Fi	igure 4 :- Services tab	Screen	
■ Sel	ect DEO Receiv	ed under Serv	vices tab as depi	cted in the below	<i>i</i> figure
	S Contract Banks	COMMISSIONE	K AND DIRECTOR	OF SCHOOL EDUC	Allon
Home	Services	GOVERNMENT OF TEL	Reports	Longut	
Home	Services	GOVERNMENT OF TEL	ANGANA Reports	Logout	
Home	Services DEO Receive DEO Distribu	GOVERNMENT OF TEL	ANGANA Reports	Logout Work Books Rec	eived At DEO Level
Home	Services DEO Receive DEO Distribu	GOVERNMENT OF TEL	ANGANA Reports Figure 5 :- Service sele	Logout Work Books Rec ection	eived At DEO Level

 Select Material Type and Class from dropdown and click on Go button as depicted in the below figure.

Services	* Reports	Logout	
		Work Books	Received At DEO Level
Material Ty	ype* NoteBooks	•	Class* 6
			GO
		Figure (

 Below entry screen displayed. Select check boxes for which Title needs enter the Quantity Received and remarks if any, and click on Save button depicted in the below figure.

	Material	Туре*	NoteBooks	~	Class* 6		•	
				(GO			
S.No	Select All	Title (1)	Enrollment As per UDISE (2)	Quantity Received (3)	Total Quantity Received till date (4)	Remaining Material to be Received (5=2-4)	Surplus (6)	Remarks (7)
1		1 - Telugu/Urdu	2250	500	121	2129	0	test
2		2 - Hindi	2250	456	0	2250	0	test
3		3 - English	2250	756	0	2250	0	test
4		4 - Maths	2250	645	0	2250	0	test
5		5 - Science	2250	466	Û	2250	0	test

Figure 7 :- Entry Screen

• On successful submission below alert message displayed as depicted in the below figure.

		Work Books	Received At DEO) Level
Material Ty	pe* NoteBooks	~	Class*	6 🗸
			GO	
		Data 6	aved Supposefully	

Figure 8 :- Successful Screen

5. **PROCESS DEO DISTRIBUTE TO MEO**

This service is applicable for DEO.

Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

• After login Select Note Books and Workbooks Module as depicted in the below figure

						User : d	eo3601
		Welcome to Ir	ntegrated Sc	hool Management Sys	tem		
TEACHE	R INFORMATION	NON TEACHING STAFF	S <u>Click here</u>	STUDENT INFORMATION SYSTEM	k here		k here
NOTE BO	DOKS & WORK BOOKS	FLN (FOUNDATIONAL	Click here			AS-TEACHER SERVICE OFILE APPROVALS	A here
			Figure 9 :- N	Adule selection			
•	Below home scr	een displayed	as depict	ed in the below fig	gure		
Home	Services	• Reports	Log	out			
						Login ID :	deo3601 - ADILABA
				Tert De La De La Consta			
		VV	elcome to	IEXTBOOK Delivery II	гаскег		
			Figure 10 :-	Module Screen			
PTOnlir	ne Confidential						Page 8

Select DEO Distribute to MEO Service under Services tab as depicted in the below figure

	Reports	Logout
DEO Received		
DEO Distribute to MEO	12	

Figure 11 :- Service selection

 Select Material type, Mandal and Class from dropdown and click on Go button as depicted in the below figure.

ome	Services	₹ Re	ports	Logout					
			Worl	c Books Distribute	ed From D	EO To ME	0		
									_
Material Type*	NoteBooks	~	Mandal*	360101-BHEEMPOOR	~	Class*	6	~	GO

Figure 12 :- Entry Screen

 Below Screen is displayed. Select check boxes for which Title has to be entered, and enter Quantity Dispatched, select dispatched date and enter the remarks if any, and click on Save button depicted in the below figure.

				۷	Nork Books	Distributed Fi	rom DEO To M	EO			
Mat	erial Typ	e* NoteBo	oks 🗸	Mand	lal* 360108-AE	DILABAD (RURAL) 🗸	Class	* 6	~	C	GO
S.No	Select	Title	Enroliment As per UDISE	Quantity Received	Quantity Dispatched	Total Quantity Dispatched till date	Remaining Material to be Dispatched	Date of Dispatch (Last Phase)	Date of Dispatch (Current Phase)	Surplus	Remarks
		(1)	(2)	(3)	(4<=3)	(5)	(6=2-5)	(7)	(8)	(9)	(10)
1		1 - Telugu/Urdu	0	621	500	0	0	2	05-07-2024	0	test
2		2 - Hindi	0	456	400	0	0	-	05-07-2024	0	test
3		3 - English	0	756	700	0	0	-	05-07-2024	0	test
4		4 - Maths	0	0		0	0		dd-mm-yyyy	0	
-		E Colonas							[24]		

Figure 13 :- Entry Screen

• On successful submission below alert message displayed as depicted in the below figure.

			Work	Books Distributed Fron	n DEO To ME	D		
Material Ty	NoteBooks	~	Mandal*	360108-ADILABAD (RURAL) 🗸	Class*	6	~	GO

6. **PROCESS MEO RECEIVED**

This service is applicable for MEO.

Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

After login Select Note Books and Workbooks Module as depicted in the below figure

	Welcome to Integrated Sch	hool Management System	User : deo3601
TEACHER INFORMATION	NON TEACHING	STUDENT INFORMATION	TEXT BOOKS
NOTE BOOKS & WORK BOOKS	FLN (FOUNDATIONAL LITERACY AND NUMERACY)		HRMS-TEACHER SERVICE SPROFILE APPROVALS

Figure 15 :- Module selection

Below home screen displayed as depicted in the below figure





Select MEO Received under Services tab as depicted in the below figure

10110 00110	es	 Reports 	Logout
MEO	Received	and the second	
MEO	Distribute to School		
			Welcome to WorkBooks

Figure 17 :- Service selection

 Select Material Type, Class from dropdown and click on Go button as depicted in the below figure.

			Work Books Recei	ved At MEO Level
Materi	al Type *	eBooks	~	Class* 6 V
			G	

Figure 18 :- Entry Screen

 Below entry screen is displayed. Select check boxes for which Title has to be entered and enter Quantity Received by MEO, remarks if any, and click on Save button depicted in the below figure.

				Ŷ	Vork Books	Received At	MEO Level				
	Material '	Type *	NoteBooks		~		Class* 6		~		
						GO					
.No	Select	Title	Enrollment As per UDISE	Quantity Dispatched By DEO	Quantity Received By MEO	Total Quantity Received till date	Difference(Quant dispatched and rece this round)	tity ived in	Remaining Material to be Received	Surplus	Remarks
		(1)	(2)	(3)	(4<=3)	(5)	(6=3-5)		(7=2-5)	(8)	(9)
2		2 - Hindi	0	0		0		0	0	0	test
3		3 - English	0	0		0		0	0	0	
4		4 - Maths	0	0		0		0	0	0	
5		5 - Science	0	0		0		0	0	0	
6		6 - Social	0	0		0		0	0	0	
					(Save					
							•				

Figure 19 :- Entry Screen

• On successful submission below alert message displayed as depicted in the below figure.

			A DESCRIPTION OF THE OWNER OWN		NAC REPORT						
	WORK BOOKS RECEIVED AT DEO LEVEI										
Material Type*	NoteBooks	*	Class* 6	~							
		(GO								
h		-	used Sussessfully								
		Data S	ived Successfully								

Figure 20 :- Successful Screen

7. PROCESS MEO DISTRIBUTE TO SCHOOL

This service is applicable for MEO.

Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

After login Select Note Books and Workbooks Module as depicted in the below figure





Below home screen displayed as depicted in the below figure

Home	Services	 Reports 	Logout	
			Welcome to TextBook Delivery	Login ID : meo360101 - BHEEMPOOR Tracker

Figure 22 :- Services tab Screen

Select MEO Distribute to School under Services tab as depicted in the below figure

Services		Reports	Logout
MEO Received	-		
MEO Distribute to School			
			Welcome to WorkBooks
	Services MEO Received MEO Distribute to School	Services MEO Received MEO Distribute to School	Services Reports MEO Received MEO Distribute to School

Figure 23 :- Service selection

 Select Material type, Cluster, School and Class from dropdown and click on Go button as depicted in the below figure.

		Work Books Distribut	ted At MEO Level	
Material Ty	pe*	NoteBooks v	Cluster*	3601010001-ZPHS ARLI-T 🗸
School*		36010100101 - MPPS RAJULA WADI 🗸	Class*	6 v
		GO		
		Figure 24 :- Entry	Screen	
)nling Co	nfidor	atial		Dage 12

 Below entry screen displayed. Select check boxes for which Titles needs to enter and enter Quantity Dispatched, Date of Dispatch (Current Phase), enter remarks if any and click on Save button as depicted in the below figure.

School*			36010100101 - MP	PS RAJULA WA	ADI 🗸		Class*	6	•		
		×			52	GO					
S.No	Select All	Title	Enrollment As per UDISE	Quantity Received	Quantity Dispatched	Total Quantity Dispatched till date	Remaining material to be dispatched	Date of Dispatch (Current Phase)	Date of Dispatch (Last Phase)	Surplus	Remarks
		(1)	(2)	(3)	(4<=3)	(5)	(6=2-5)	(7)	(8)	(9)	(10)
1		Telugu/Urdu	2250	18	9	5	2245	05-07-2024	05-07-2024	0	test
2	0	Hindi	2250	0		0	2250	dd-mm-yyyy	8	0	
3		English	2250	0		0	2250	dd-mm-yyyy	8	0	
4		Maths	2250	0		0	2250	dd-mm-yyyy	8	0	
	0	Science	2250	0		0	2250	dd-mm-yyyy		0	

Figure 25 :- Entry Screen

• On successful submission below alert message is displayed as depicted in the below figure.

Home	Services	- Reports	Logout			
		Wor	k Books Distributed At	MEO Level		
	Material Type*	NoteBooks 🗸		Cluster	3601010001-ZPHS ARLI-T 🗸	
	School*	36010100101 - MPPS RAJULA WADI	•	Class*	6 ~	
			GO Data Saved Successf	ully		
			-igure 26 :- Successful	Screen		
APTOn	line Confide	ntial				Page 14

8. PROCESS SCHOOL RECEIVING

This service is applicable for HM.

Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

• After login Select Note Books and Workbooks Module as depicted in the below figure



Figure 27 :- Module selection

Below home screen displayed as depicted in the below figure

Home	Services	✓ Logout	
		Welcome to TextBook Delivery	Login ID : 36010101101 - MPPS GOLLAGHAT Tracker
		Figure 28 :- Services tab Screen	-

Select School Received under Services tab as depicted in the below figure

Home	Services	 Reports 	Logout	
	School Receive	CHEST STORE		
89/353(V/))	School Receive			1
		A second s		
		Figure 29 :- Service selection		

• Select Class from dropdown and click on Go button as depicted in the below figure.



Figure 30 :- Entry Screen

 Below entry screen is displayed. Select check boxes for which Titles has to be entered and enter Quantity Received by School, Remarks if any and click on Save button depicted in the below figure.

					Work Bool	cs School Rec	eived			
Material Type* NoteBooks V Class* 6 V GO								30		
S.No Select All	Select All	Title	Enroliment as per UDISE	Quantity Dispatched By MEO	Quantity Received by School	Total Quantity Received till date	Difference (Quantity dispatched and received in this round)	Remaining material to be received	Surplus	Remarks
		(1)	(2)	(3)	(4<=3)	(5)	(6)	(7=2-5)	(8)	(9)
1		Telugu/Urdu	0	14	5	4	10	0	4	test
2		Hindi	0	0		0	0	0	0	
3		English	0	0		0	0	0	0	
4		Maths	0	0		0	0	0	0	
5		Science	0	0		0	0	0	0	
Submit										

Figure 31 :- Entry Screen

• On successful submission below alert message is displayed as depicted in the below figure.

				Work Boo	ks School Received	
Materia	al Type*	NoteBooks	~	Class*	6 ~	GO
				Data Sa	ved Successfully	
				Figure 32	- Successful Screen	
mo li	0 01					
TOnline	Confide	ential				Page 16

Through ISMS Portal: -

 Browse https://schooledu.telangana.gov.in/ISMS/, below screen displayed. Click on Login as depicted in the below figure.



Figure 33 :- Login Page

• Select other login as depicted in the figure below.

Reverse Studentinfo, UDISE and CCE Logins.



Figure 34 :- Login option

Enter User Id, Password and Captcha and click Login as depicted in the below figure



Figure 35:- Login Screen

Select Note Books and Workbooks Module as depicted in the below figure

Figure 36 :- Module selection

Note: - Here onwards process is same as above