### Department of School Education, TG

User Manual for

"Distribution of Textbooks"

By



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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 Textbooks 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 textbooks are distributed to students and how many textbooks are leftover at school.

#### 3. SCOPE

This document explains the process of the Textbooks distribution.

#### 4. PROCESS GROUND BALANCE ENTRY

This service is applicable for DEO, MEO and HM.

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.

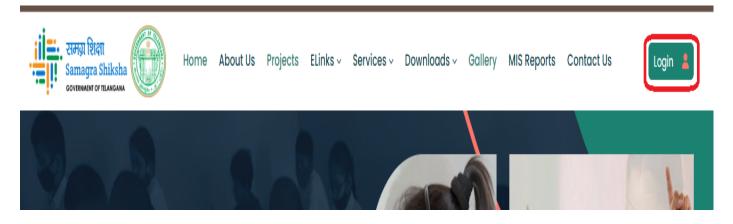


Figure 1 :- Login Page

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

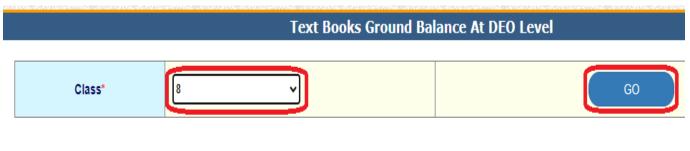
deo3601						
		4	5	0	2	3
45023						
		Login				
	Figure 2	:- Login Screen				
	Figure 2					
onfidential						Page



Select Textbooks Module as depicted in the below figure

		WELCON	ne to san	MAGRA SHI	(SHA		12	
Syst	cher Information tem ck here	Student Informati System Ĵ Click here	on 🛃	Non Teaching Staff Ĵ Click here	<b>2</b> +	Text Books	8	
Liter	(Foundational racy & Numeracy)	Donor Corner	=	Shaala Siddhi Ĵ Click here	=	Registers	E	
			gure 3 :- Modu					
Home	Below home scre	een is displayed	as shown i Logout	n the below f	igure			
						Log	in ID : deo3601 - Al	DILABAD
		Weld	ome to Text	Book Delivery	Tracker			
		Fig	ure 4 :- Service	es tab Screen				
Select Gro	ound Balance Entry	under Services t	ab as depict	ed in the belo	w figure			
Home	Services	- Repo	orts	Logout				
Service of the	Ground Balar	nce Entry						
								L
			Welc	ome to Text	Book Del	ivery Track	er	
		Fi	gure 5 :- Servi			in the second	interes	
	a Confidential						De ~ 7	_
APTOnlin	ne Confidential						Page 7	

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



#### Figure 6 :- Entry Screen

Below entry screen is displayed. Select check boxes for which subject you want to enter the Ground balance, Enter the ground balance and remarks if any and click Save button as depicted in the below figure.

ome		Se	ervices	<ul> <li>Reports</li> </ul>	Logout					
				Τε	ext Books Gro	ound Ba	lance At D	DEO Level		
			Class	8				GO		
	C. N	e	lect A	Title	Class	N	ledium	Ground Balance	Remarks	1
	S.No	L		(1)	(2)		(3)	(4)	(5)	
	1			170 - Telugu Reader(FL)	8	Commo	'n	20		
	2	Τ		171 - Urdu Reader	8	Urdu M	edium	0	no balance	
	3	T		172 - Hindi Reader (F L)	8	Hindi M	edium	50		
	4	T		173 - English Reader	8	Commo	n	60		
	5	t		174 - Sanskrit Reader (Main)	8	Optiona	I	100		
	6	T		175 - Sanskrit.Reader (C.C)	8	Optiona	I	5		J.
		ι				Save				

#### Figure 7 :- Entry Screen

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

		i i i i i i i i i i i i i i i i i i i	oorts	Logout	
			Text Boo	ks Ground Balance At DEO	Level
	Class*	2	~		GO
			I	Data Saved Successfully	
			Figure 8 :- Succ	essful Screen	
TOnline	Confidentia	l			Page 8

#### Through ISMS Portal: -

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



Figure 9 :- Login Page

Select other login as depicted in the figure below.

#### Reverse Studentinfo, UDISE and CCE Logins.



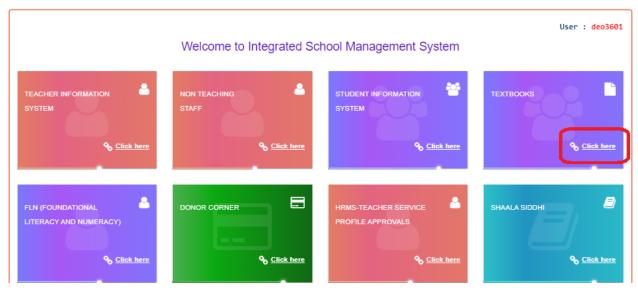
#### Figure 10 :- Login option

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



#### Figure 11:- Login Screen

Select Textbooks Module as depicted in the below figure





Note: - Here onwards process is same as above (Please refer Page no. 6)

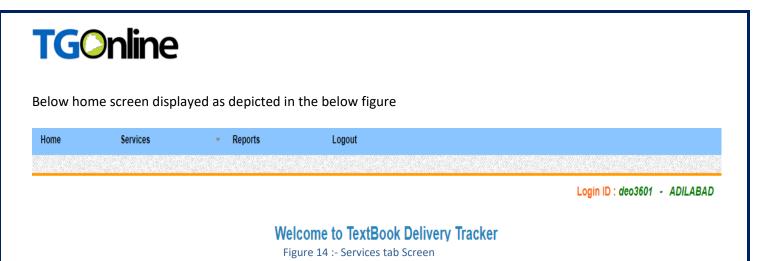
### 5. PROCESS DEO RECEIVED

This service is applicable for DEO.

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

After login Select Textbooks Module as depicted in the below figure





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

	OMMISSIONER AN		TOR OF S	CHOOL EDUCATION	
Home	Services	🔹 Rep	ports	Logout	
	Ground Balance Entry	at DEO			
	DEO Received				
	DEO Distribute to MEO	>			
			Wel	come to TextBook Delivery T	racker

#### Figure 15 :- Service selection

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

<ul> <li>Selet BE07</li> </ul>	COMMISSIONER	AND DIRECTOR OF SC	CHOOL EDUCATIO	ON	
Home	Services	✓ Reports	Logout		
		T	ext Books Receive	ed At DEO Level	
	Class*	-Select			GO
1		Figure 16 :- I	intry Screen		
APTOnline Co	onfidential				Page 11

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.

Home		Services		▼ Rep	orts	Logout						
					Тех	ct Books	Received At	DEO Level				
	Cla	155*	7		~					GO		
S.No	Selec All	Title		Medium	Enrollment As per Udise	Ground Balance	Actual Requirement	Quantity Received	Total Quantity Received till date	Remaining Material to be Received	Surplus	Remarks
		(1)		(2)	(3)	(4)	(5)=(3)-(4)	(6)	(7)	(8=5-7)	(9)	(10)
1		133 - Telugu Reader(FL)		Common	3827	0	3827	2000	0	3827	0	remaining
2		134 - Urdu Reade		Urdu Medium	242	0	242	242	0	242	0	all receive
3		135 - Hindi Read (FL)		Hindi Medium	1	0	1	1	0	1	0	all receive
4		136 - English Re	ader	Common	3827	0	3827	3827	0	3827	0	all receive

Figure 17 :- Entry Screen

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

Home	Services	<b>•</b>	Reports	Logout			
			-	Text Books Received	At DEO Level		
	Class*	7	~				GO
				Data Saved Suc	cessfully		
			Figure 18 :- S	Successful Screen			
APTOnline	Confidential					Page 12	

### 6. **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 Textbooks Module as depicted in the below figure

		WELCOM	1E TO SA	MAGRA SH	IKSHA		(	
制度	Teacher Information System 1 Click here	Student Informatio System Ĵ Click here	<sup>on</sup>	Non Teaching Staff Ĵ Click here	<b>*</b> +	Text Books	E	
W.	FLN(Foundational Literacy & Numeracy)	Donor Corner	=	Shaala Siddhi Ĵ Click here	8	Registers	<b>B</b>	
				dule selection				
Below Home	home screen displayed			figure				
Home	Services	<ul> <li>Reports</li> </ul>	Logout					2010
								0.000.000
						Login	D:deo3601 - ADILA	BAD
		Welc	ome to Tex	tBook Deliver	v Tracker	Login	D:deo3601 - ADILA	BAD
Select	DEO Distribute to MEO	Fig	gure 20 :- Mo	odule Screen			D:deo3601 - ADILA	BAD
Select	DEO Distribute to MEO	Fig	gure 20 :- Mo	odule Screen			D:deo3601 - ADILA	BAD
	DEO Distribute to MEO Home	Fig Service under S Services	gure 20 :- Mo Services tal	odule Screen b as depicted			D : deo3601 · ADILA	
		Fig Service under S Services Ground Ba	gure 20 :- Mo Services tal	odule Screen b as depicted	in the below	figure	Logo	ut
		Fig Service under S Services	gure 20 :- Mo Services tal alance En ived	b as depicted	in the below	figure		ut
		Fig Service under S Services Ground Ba DEO Recei	gure 20 :- Mo Services tal alance En ived ibute to N	b as depicted	in the below	figure	Logo	ut
	Home	Fig Service under S Services Ground Ba DEO Recei DEO Distri	gure 20 :- Mo Services tak alance En ived ibute to N	b as depicted	in the below	figure	Logo	ut
	Home	Fig Service under S Services Ground Ba DEO Recei DEO Distri	gure 20 :- Mo Services tak alance En ived ibute to N	odule Screen b as depicted	in the below	figure	Logo	ut

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

<ul> <li>Report</li> </ul>	ts Logout		
	Text Books Distr	ibuted At DEO Level	
1-BHEEMPOOR V		Class*	GO
		Text Books Dist	Text Books Distributed At DEO Level



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.

Mandal* 360101-BHEEMPOOR V							Class*	7	•		G	0	
Sele All	t Title	Mediu	Enrollment as per UDISE	Ground Balance	Actual Requirement	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)	(5=3-4)	(6)	(7<=6-8)	(8)	(9=5-8)	(10)	(11)	(12)	(13)
<b>~</b>	133 - Telugu Reader(FL)	Commo	1 39	0	39	2000	200	0	39	29-05-2024		0	all rec
<b>~</b>	134 - Urdu Reader	Urdu Medium	0	0	0	242	241	0	0	22-05-2024		0	all rec
<b>~</b>	135 - Hindi Reader (FL)	Hindi Medium	0	0	0	1	1	0	0	29-05-2024		0	all rec
		1	1	1							I		  }

Figure 23 :- Entry Screen

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

Home	Services		Logout		
Π			Text Books Distributed At D	DEO Level	
	Mandal* 360101	BHEEMPOOR V	Class*	7 🗸	GO
			Data Saved Successfu	illy	

Figure 24 :- Successful Screen

### 7. PROCESS MEO RECEIVED

This service is applicable for MEO.

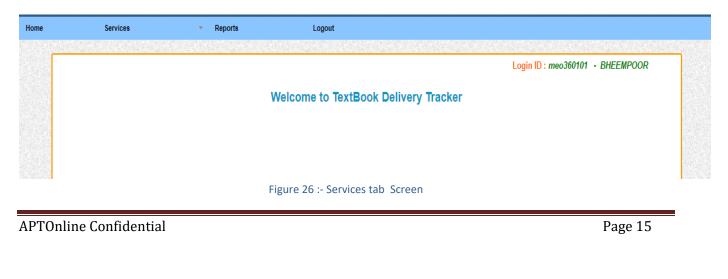
Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

After login Select Textbooks Module as depicted in the below figure

- JXK	WELCOME TO	SAMAGRA SHIKSH	A	
Teacher Information	Student Information	Non Teaching	Text Books	
System 2	System	Staff Ĵ Click here	Click here	E
FLN(Foundational Literacy & Numeracy)	Donor Corner	Shaala Siddhi	Registers	
Click here	Click here	Click here	Click here	



Below home screen displayed as depicted in the below figure



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

Home	Services	*	Reports	Logout
	Ground Balance Entry At M	IEO		
	MEO Received			
	MEO Distribute To School			
				Welcome to TextBook Delivery Tracker

#### Figure 27 :- Service selection

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

Home	Services	✓ Reports	Logout	
			Text Books Received A	t MEO Level
	Class*	7	J	60

#### Figure 28 :- Entry Screen

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

Class* 7 V						GO						
S.No	Select All	Title	Medium	Enrollment as per UDISE	Ground Balance	Actual Requirement	Quantity Dispatched By DEO	Actual Quantity Received By MEO	Total Quantity Received till date	Remaining Material to be Received	Surplus	Remarks
		(1)	(2)	(3)	(4)	(5=3-4)	(6)	(7<=6-8)	(8)	(9=5-8)	(10)	(11)
1		133 - Telugu Reader(FL)	Common	39	0	39	200	200	0	39	0	received
2		134 - Urdu Reader	Urdu Medium	0	0	0	241	241	0	0	0	received
3		135 - Hindi Reader (FL)	Hindi Medium	0	0	0	1	1	0	0	0	received
4		136 - English	Common	39	0	39	0		0	39	0	11

Figure 29 :- Entry Screen

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

	Тех	t Books Receive	d At MEO Level
Class*	7 🗸		
		Data Saved Su	ccessfully
	Figure 30 :- Successful Screen		

### 8. PROCESS MEO DISTRIBUTE TO SCHOOL

This service is applicable for MEO.

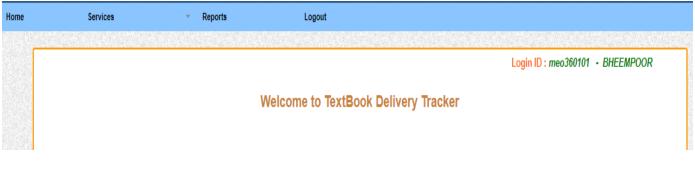
Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

After login Select Textbooks Module as depicted in the below figure

	WELCOME 1	TO SAMAGRA SH	IIKSHA	
Teacher Information	Student information System	Non Teaching Staff	C+ Text Books	-
Click here	Click here	Click here	Click here	
FLN(Foundational	Donor Corner	Shaala Siddhi	E Registers	Ē
Literacy & Numeracy) 🕒	Ĵ Click here	Click here	Click here	

Figure 31 :- Module selection

Below home screen displayed as depicted in the below figure



#### Figure 32 :- Services tab Screen

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

Services		<ul> <li>Repo</li> </ul>	rts	Logout		
Ground B	alance Entry At MEC	D C				
MEO Received			Те	ct Books Distributed	l At MEO Le	vel
MEO Dist	ribute To School				_	
Cluster*	Select 🗸		School*	Select V	Class*	Select 🗸
	Ground B MEO Rece MEO Distr	Ground Balance Entry At MEC MEO Received MEO Distribute To School	Ground Balance Entry At MEO MEO Received MEO Distribute To School	Ground Balance Entry At MEO MEO Received Tex MEO Distribute To School	Ground Balance Entry At MEO MEO Received Text Books Distributed MEO Distribute To School	Ground Balance Entry At MEO MEO Received MEO Distribute To School

#### Figure 33 :- Service selection

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

		Text Books Distributed At M	EO Level	
	Cluster* 360101C 🗸	School* 36010100101 - MPPS RAJULA WAI ✓	Class*	60
		Figure 34 :- Entry Screen		
TOnl	line Confidential			Page 18

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.

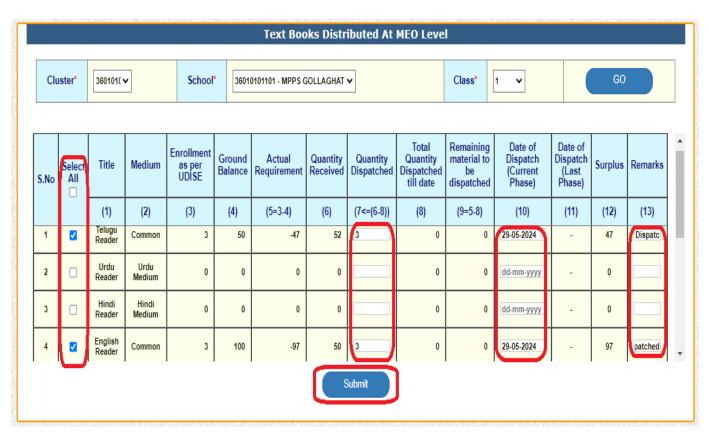


Figure 35 :- Entry Screen

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

Home	Services	<ul> <li>Reports</li> </ul>	Logout	
			Text Books Distributed At M	IEO Level
	Cluster* 3601010 ✓	School* 3601	0101101 - MPPS GOLLAGHAT 🗸	Class <sup>∗</sup> 1 ✓
			Data Saved Successfu	lly
		Figure 36 :- St	iccessful Screen	
APTOnlin	ne Confidential			Page 19

### 9. 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 Textbooks Module as depicted in the below figure

Teacher Information System Ĵ Click here	Student Information System Ĵ Click here	Non Teaching Staff Click here	Text Books	E
FLN(Foundational Literacy & Numeracy)	Donor Corner	Shaala Siddhi	Registers	
Click here	Click here	Click here	Click here	

Figure 37 :- Module selection

Below home screen displayed as depicted in the below figure

Home	Services	✓ Logout	
			Login ID : 36010101101 • MPPS GOLLAGHAT
		Welcome to TextBook Deliv	very Tracker
		Figure 38 :- Services tab Scree	en

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

Home	Services	* Logout	
	Ground Balance Entry At School		
	School Received		Login ID : 3601010110
		Welcome to TextBook Delivery Tracker	
	Figure	e 39 :- Service selection	
	nfidential		Page 20

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

Home	Services	✓ Logout	
		Text Books Scho	ol Receive
	Class*		GO

#### Figure 40 :- 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.

	CI	ass*	1		~					GO		
	CI	a55			•							
			1					1				
S.No	Select All	Title	Medium	Enrollment as per UDISE	Ground Balance	Actual Requirement	Quantity Dispatched By MEO	Quantity Received by School	Total Quantity Received till date	Remaining material to be received	Surplus	Remarks
		(1)	(2)	(3)	(4)	(5=3-4)	(6)	(7<=6)	(8)	(9=5-8)	(10)	(11)
1		Telugu Reader	Common	3	0	3	3	3	0	3	0	Received
2		Urdu Reader	Urdu Medium	0	0	0	0		0	0	0	
3		Hindi Reader	Hindi Medium	0	0	0	0		0	0	0	
4		English Reader	Common	3	0	3	3	3	0	3	0	Received
							Submit					
					Fi	gure 41 :- En	try Screen					
ucce	essful	submis	sion belo	ow alert m		is displaye		cted in th	e below fi	gure.		
82							Text Bool	ke Dietrik	utod At M			
							TEXT DOOI	AS DISTIL				
				7					1			
	C	luster*	3601010 🗸	•	Schoo	Jacosta 100 100 100 100 100 100 100 100 100 10	1101 - MPPS GO	OLLAGHAT 🗸			Class*	1 🗸
63										I		

#### Data Saved Successfully

Figure 42 :- Successful Screen