

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.

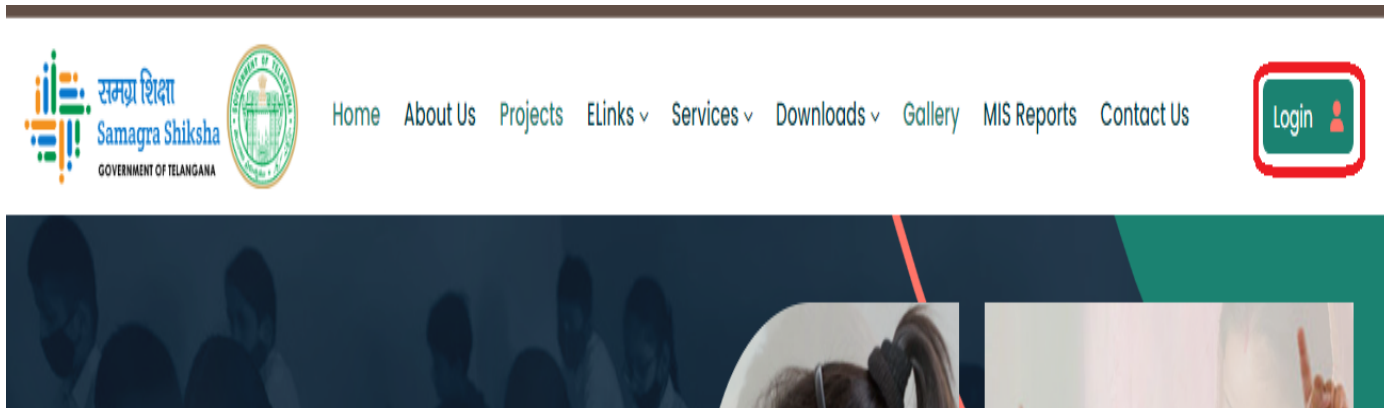


Figure 1 :- Login Page

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

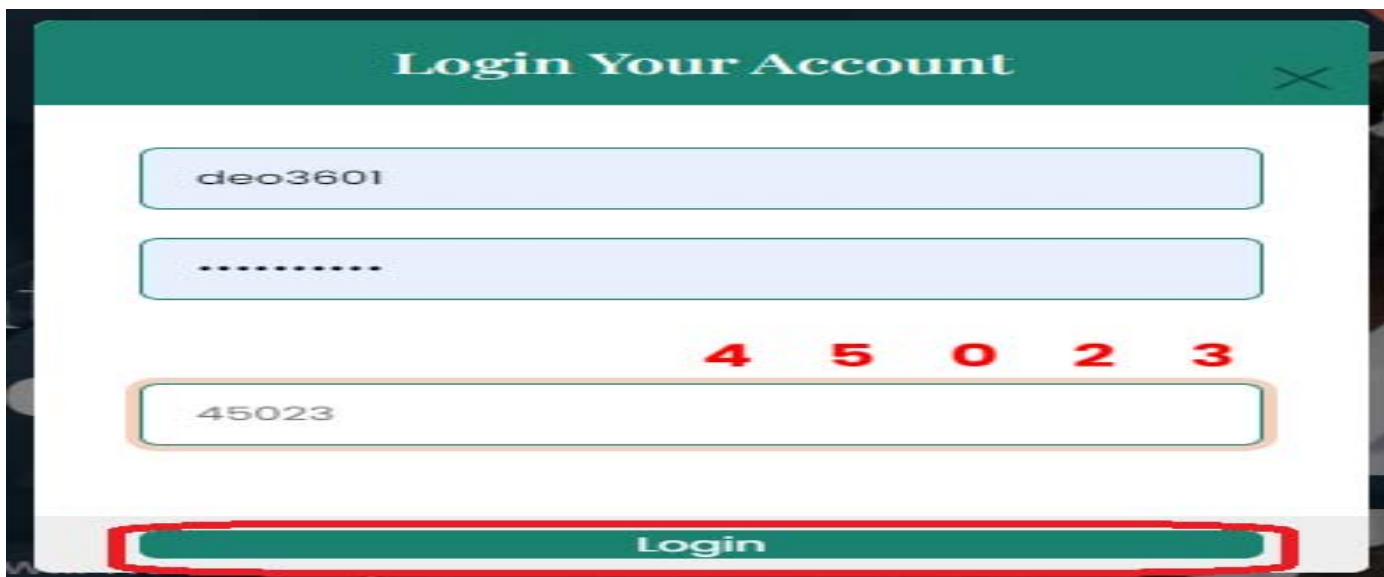


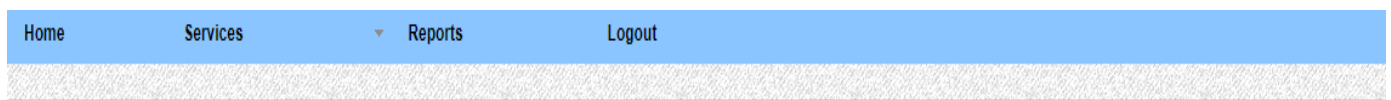
Figure 2 :- Login Screen

Select Textbooks Module as depicted in the below figure



Figure 3 :- Module selection

- Below home screen is displayed as shown in the below figure



Login ID : deo3601 - ADILABAD

Welcome to TextBook Delivery Tracker

Figure 4 :- Services tab Screen

Select Ground Balance Entry under Services tab as depicted in the below figure



Welcome to TextBook Delivery Tracker

Figure 5 :- Service selection

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

Text Books Ground Balance At DEO Level

Class*	<div style="border: 1px solid black; padding: 2px; display: inline-block;">8 ▼</div>	<div style="border: 1px solid black; padding: 5px; background-color: #0056b3; color: white; border-radius: 10px; display: inline-block;">GO</div>
---------------	--	---

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.

Home Services Reports Logout

Text Books Ground Balance At DEO Level

Class*	<div style="border: 1px solid black; padding: 2px; display: inline-block;">8 ▼</div>	<div style="border: 1px solid black; padding: 5px; background-color: #0056b3; color: white; border-radius: 10px; display: inline-block;">GO</div>
---------------	--	---

S.No	<input checked="" type="checkbox"/>	Title	Class	Medium	Ground Balance	Remarks
		(1)	(2)	(3)	(4)	(5)
1	<input checked="" type="checkbox"/>	170 - Telugu Reader(FL)	8	Common	20	
2	<input checked="" type="checkbox"/>	171 - Urdu Reader	8	Urdu Medium	0	no balance
3	<input checked="" type="checkbox"/>	172 - Hindi Reader (F L)	8	Hindi Medium	50	
4	<input checked="" type="checkbox"/>	173 - English Reader	8	Common	60	
5	<input checked="" type="checkbox"/>	174 - Sanskrit Reader (Main)	8	Optional	100	
6	<input checked="" type="checkbox"/>	175 - Sanskrit.Reader (C.C)	8	Optional	5	

Save

Figure 7 :- Entry Screen

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

Services Reports Logout

Text Books Ground Balance At DEO Level

Class*	<div style="border: 1px solid black; padding: 2px; display: inline-block;">2 ▼</div>	<div style="border: 1px solid black; padding: 5px; background-color: #0056b3; color: white; border-radius: 10px; display: inline-block;">GO</div>
---------------	--	---

Data Saved Successfully

Figure 8 :- Successful Screen

Through ISMS Portal: -

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

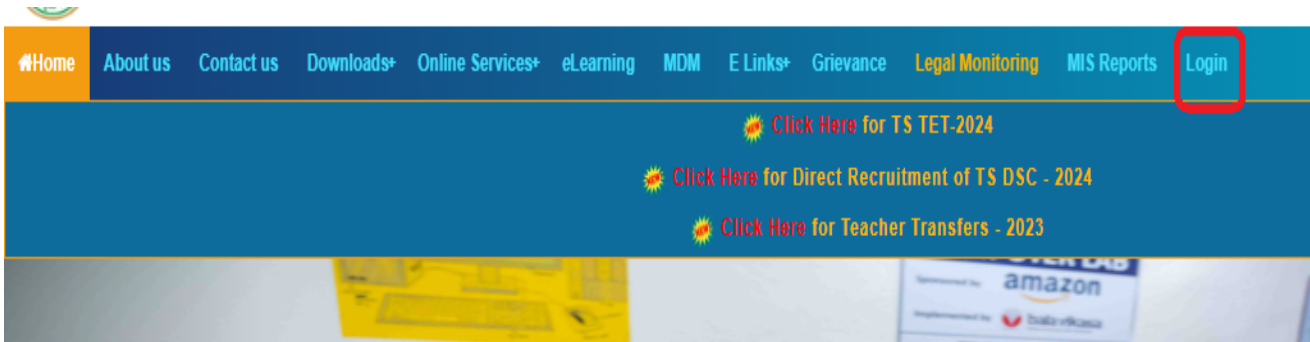


Figure 9 :- Login Page

Select other login as depicted in the figure below.

NEW [Click Here to Access 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

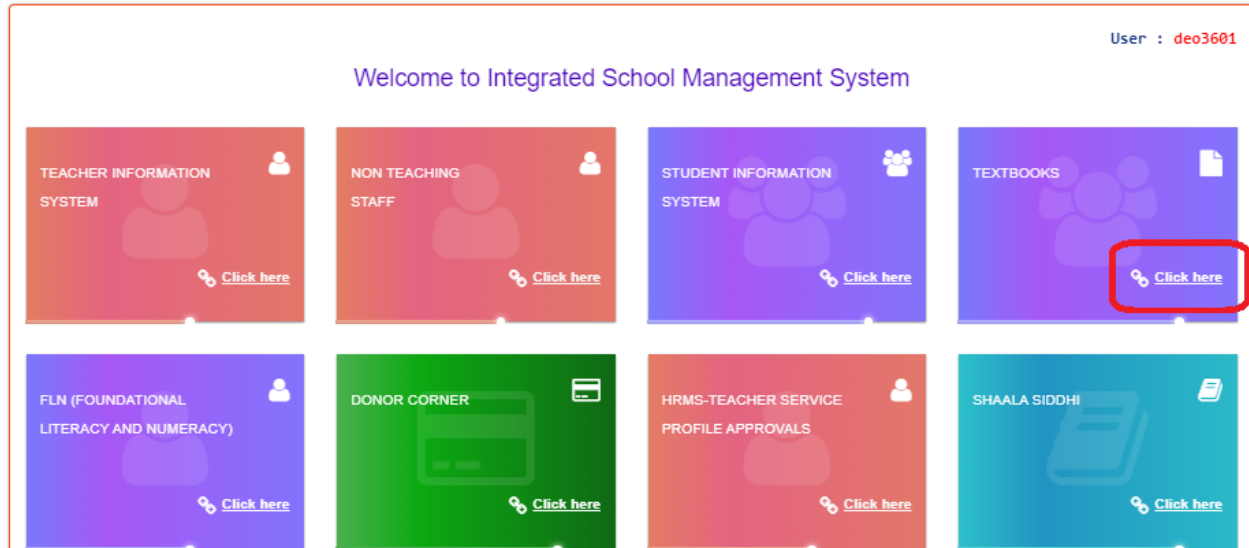


Figure 12 :- Module selection

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

5. PROCESS DEO RECEIVED

This service is applicable for DEO.

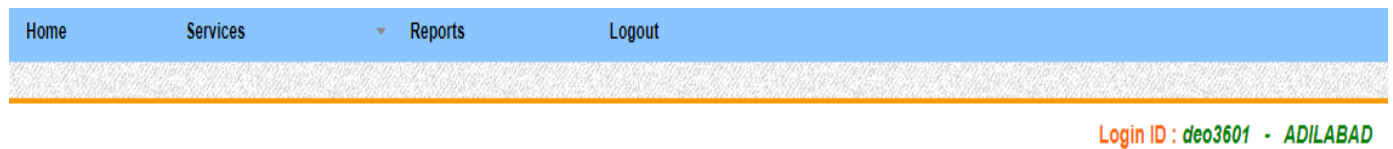
Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

After login Select Textbooks Module as depicted in the below figure



Figure 13 :- Module selection

Below home screen displayed as depicted in the below figure



Welcome to TextBook Delivery Tracker

Figure 14 :- Services tab Screen

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

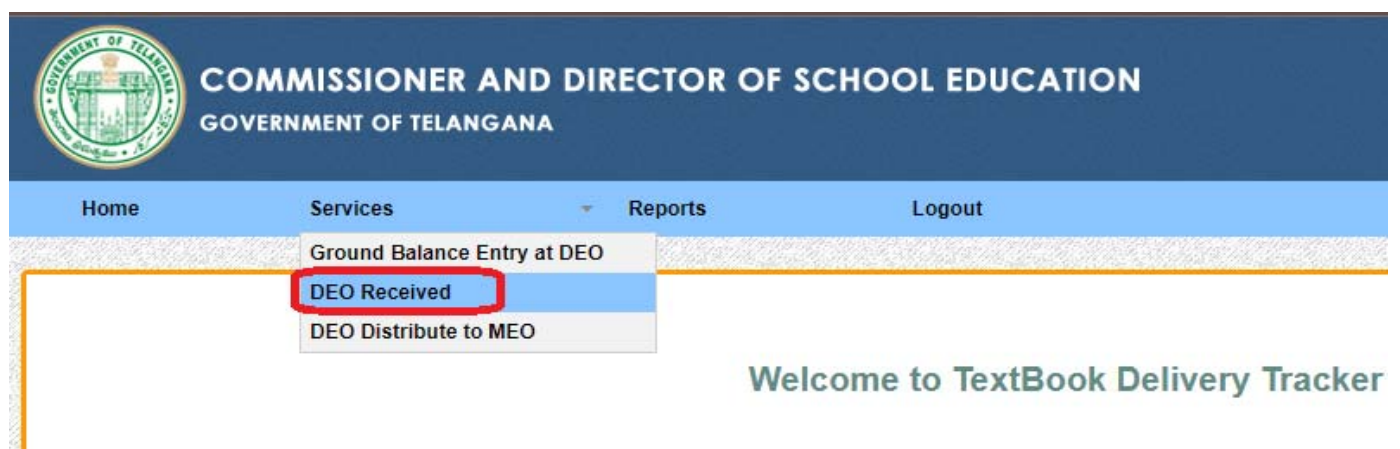


Figure 15 :- Service selection

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

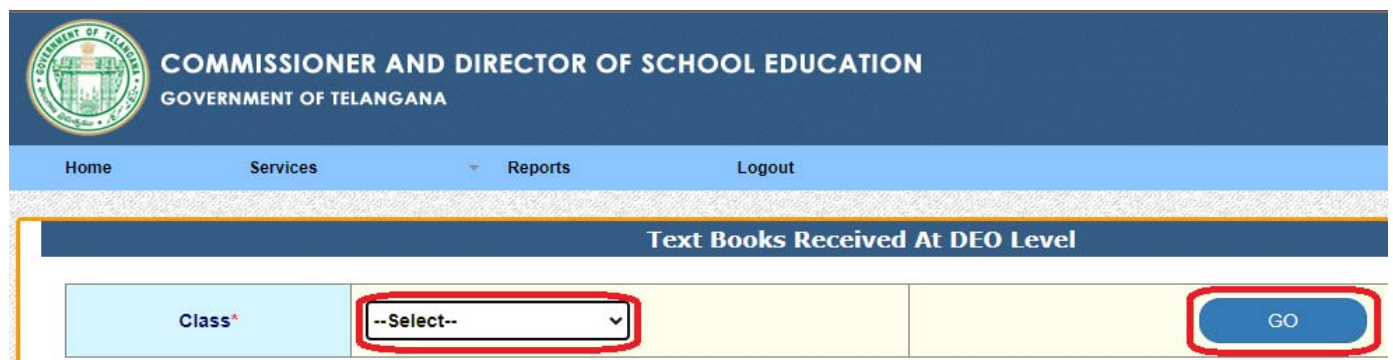


Figure 16 :- Entry Screen

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
▼
Reports
Logout

Text Books Received At DEO Level

Class*
7
GO

S.No	Select 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	<input checked="" type="checkbox"/>	133 - Telugu Reader(FL)	Common	3827	0	3827	2000	0	3827	0	remaining pi
2	<input checked="" type="checkbox"/>	134 - Urdu Reader	Urdu Medium	242	0	242	242	0	242	0	all received
3	<input checked="" type="checkbox"/>	135 - Hindi Reader (FL)	Hindi Medium	1	0	1	1	0	1	0	all received
4	<input checked="" type="checkbox"/>	136 - English Reader	Common	3827	0	3827	3827	0	3827	0	all received

Save

Figure 17 :- Entry Screen

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

Home
Services
▼
Reports
Logout

Text Books Received At DEO Level

Class*
7
GO

Data Saved Successfully

Figure 18 :- Successful Screen

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



Figure 19 :- Module selection

Below home screen displayed as depicted in the below figure



Welcome to TextBook Delivery Tracker

Figure 20 :- Module Screen

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

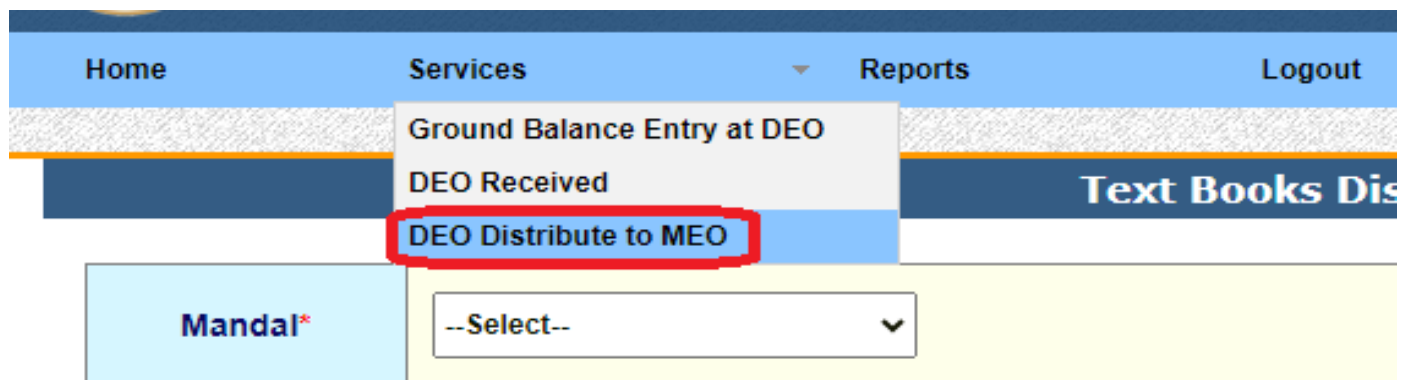


Figure 21 :- Service selection

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

Home	Services	Reports	Logout
Text Books Distributed At DEO Level			
Mandal*	360101-BHEEMPOOR	Class*	7
			GO

Figure 22 :- 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.

Text Books Distributed At DEO Level													
Mandal*	360101-BHEEMPOOR					Class*	7	GO					
Select All	Title	Medium	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)
<input checked="" type="checkbox"/>	133 - Telugu Reader(FL)	Common	39	0	39	2000	200	0	39	29-05-2024		0	all rec
<input checked="" type="checkbox"/>	134 - Urdu Reader	Urdu Medium	0	0	0	242	241	0	0	22-05-2024		0	all rec
<input checked="" type="checkbox"/>	135 - Hindi Reader (FL)	Hindi Medium	0	0	0	1	1	0	0	29-05-2024		0	all rec

Save

Figure 23 :- Entry Screen

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

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Services', 'Reports', and 'Logout'. Below this is a section titled 'Text Books Distributed At DEO Level'. It contains a form with two main input fields: 'Mandal*' with a dropdown menu showing '360101-BHEEMPOOR' and 'Class*' with a dropdown menu showing '7'. To the right of these fields is a blue 'GO' button. Below the form, a green message states 'Data Saved Successfully'.

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



Figure 25 :- Module selection

Below home screen displayed as depicted in the below figure

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Services', 'Reports', and 'Logout'. Below this is a section titled 'Welcome to TextBook Delivery Tracker'. In the top right corner, it displays the login information: 'Login ID : meo360101 - BHEEMPOOR'.

Figure 26 :- Services tab Screen

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

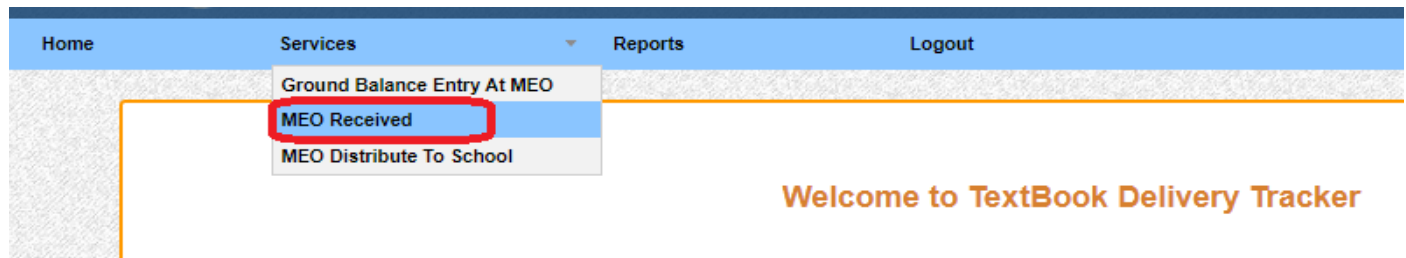


Figure 27 :- Service selection

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

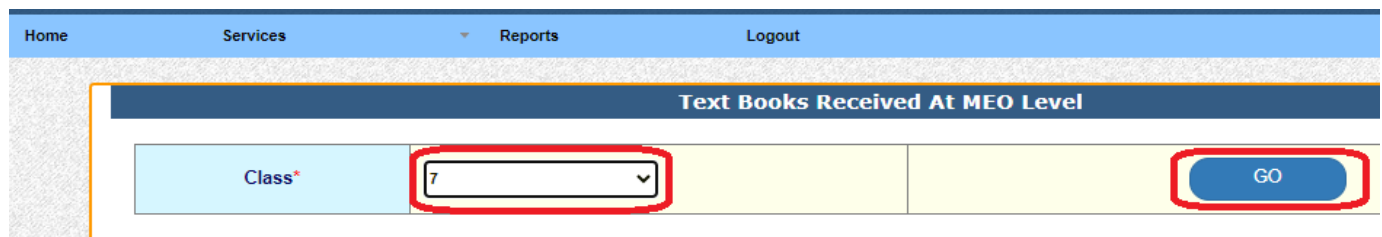


Figure 28 :- Entry Screen

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.

Text Books Received At MEO Level												
Class*		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	<input checked="" type="checkbox"/>	133 - Telugu Reader(FL)	Common	39	0	39	200	200	0	39	0	received
2	<input checked="" type="checkbox"/>	134 - Urdu Reader	Urdu Medium	0	0	0	241	241	0	0	0	received
3	<input checked="" type="checkbox"/>	135 - Hindi Reader (FL)	Hindi Medium	0	0	0	1	1	0	0	0	received
4	<input type="checkbox"/>	136 - English Reader	Common	39	0	39	0		0	39	0	

Save

Figure 29 :- Entry Screen

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

Text Books Received At MEO Level		
Class*	7	

Data Saved Successfully

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



Figure 31 :- Module selection

Below home screen displayed as depicted in the below figure

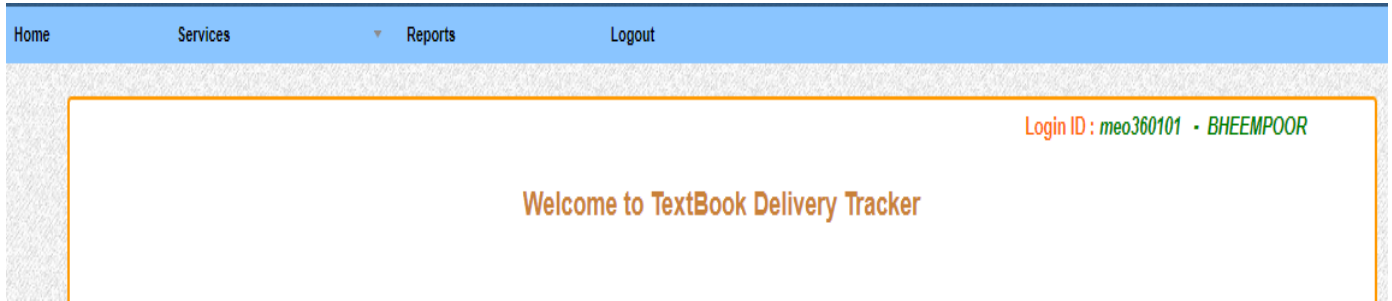


Figure 32 :- Services tab Screen

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

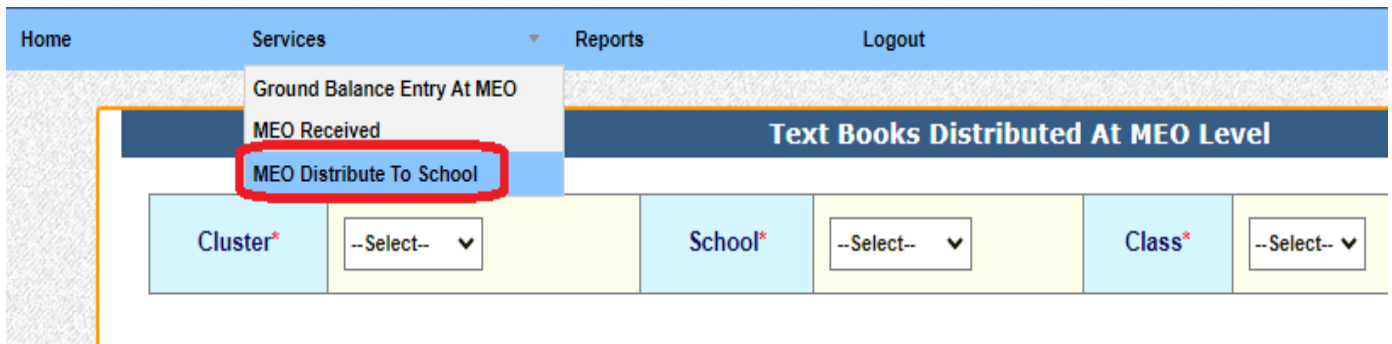


Figure 33 :- Service selection

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

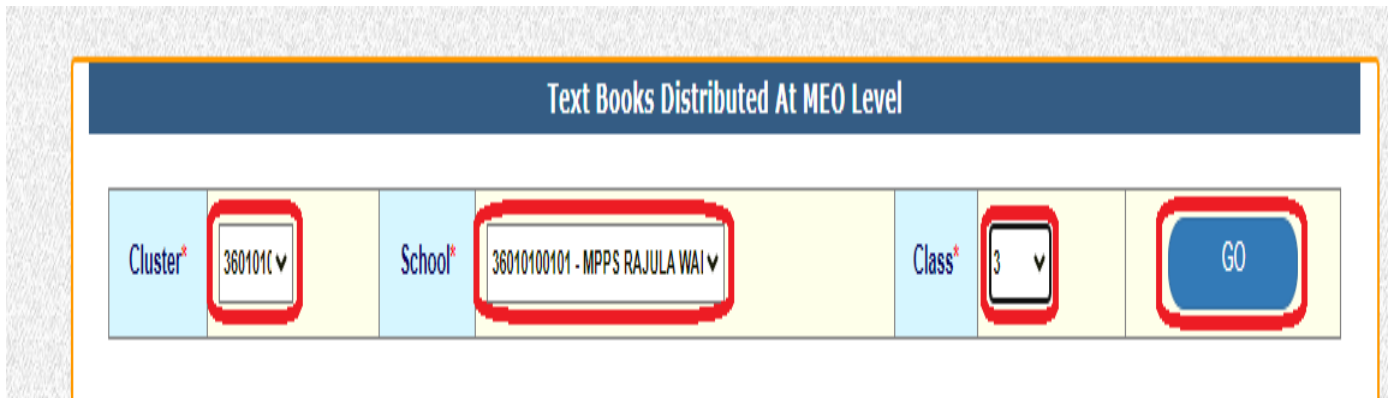


Figure 34 :- Entry Screen

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.

Text Books Distributed At MEO Level

Cluster*

360101C ▼

School*

36010101101 - MPPS GOLLAGHAT ▼

Class*

1 ▼

GO

S.No	Select All	Title	Medium	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)
1	<input checked="" type="checkbox"/>	Telugu Reader	Common	3	50	-47	52	3	0	0	29-05-2024	-	47	Dispatc
2	<input type="checkbox"/>	Urdu Reader	Urdu Medium	0	0	0	0		0	0	dd-mm-yyyy	-	0	
3	<input type="checkbox"/>	Hindi Reader	Hindi Medium	0	0	0	0		0	0	dd-mm-yyyy	-	0	
4	<input checked="" type="checkbox"/>	English Reader	Common	3	100	-97	50	3	0	0	29-05-2024	-	97	patched

Submit

Figure 35 :- Entry Screen

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

Home
Services ▼
Reports
Logout

Text Books Distributed At MEO Level

Cluster*

360101C ▼

School*

36010101101 - MPPS GOLLAGHAT ▼

Class*

1 ▼

Data Saved Successfully

Figure 36 :- Successful Screen

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



Figure 37 :- Module selection

Below home screen displayed as depicted in the below figure

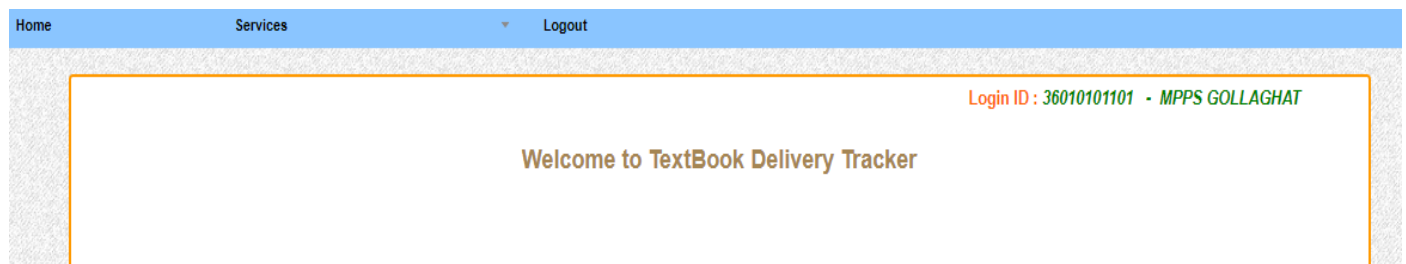


Figure 38 :- Services tab Screen

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

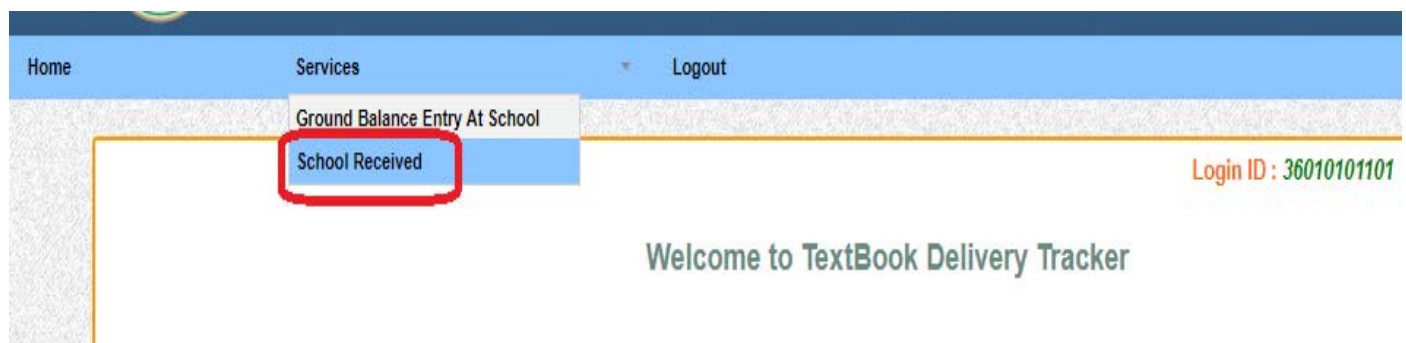


Figure 39 :- Service selection

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

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.

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	<input checked="" type="checkbox"/>	Telugu Reader	Common	3	0	3	3	3	0	3	0	Received
2	<input type="checkbox"/>	Urdu Reader	Urdu Medium	0	0	0	0		0	0	0	
3	<input type="checkbox"/>	Hindi Reader	Hindi Medium	0	0	0	0		0	0	0	
4	<input checked="" type="checkbox"/>	English Reader	Common	3	0	3	3	3	0	3	0	Received

Figure 41 :- Entry Screen

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

Figure 42 :- Successful Screen

=====END OF DOCUMENT=====