### 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

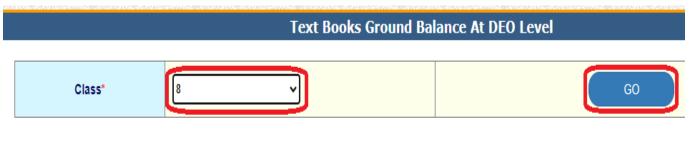
| deo3601     |          |                 |   |   |   |      |
|-------------|----------|-----------------|---|---|---|------|
|             |          |                 |   |   |   |      |
|             |          | 4               | 5 | 0 | 2 | 3    |
| 45023       |          |                 |   |   |   |      |
|             |          | 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<br>tem<br>ck here | Student Informati<br>System<br>Ĵ Click here | on 🛃                 | Non Teaching<br>Staff<br>Ĵ Click here | <b>2</b> + | Text Books  | 8                    |         |
| Liter          | (Foundational<br>racy & Numeracy)  | Donor Corner                                | =                    | Shaala Siddhi<br>Ĵ Click here         | =          | Registers   | E                    |         |
|                |                                    |   | gure 3 :- Modu       |                                       |            |   |                      |         |
| Home           | Below home scre                    | een is displayed                            | as shown i<br>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.



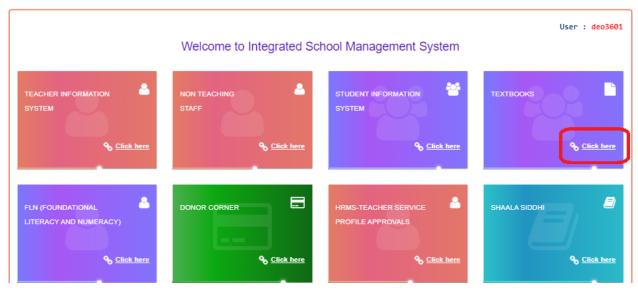
#### Figure 10 :- Login option

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)

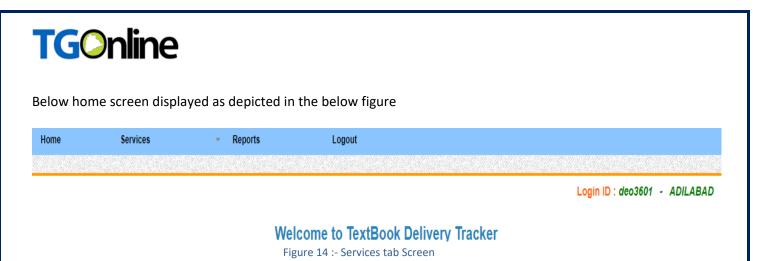
### 5. PROCESS DEO RECEIVED

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<br>All | Title                      |      | Medium          | Enrollment<br>As per Udise | Ground<br>Balance | Actual<br>Requirement | Quantity<br>Received | Total Quantity<br>Received till<br>date | Remaining<br>Material to be<br>Received | Surplus | Remarks     |
|      |              | (1)                        |      | (2)             | (3)                        | (4)               | (5)=(3)-(4)           | (6)                  | (7)                                     | (8=5-7)                                 | (9)     | (10)        |
| 1    |              | 133 - Telugu<br>Reader(FL) |      | Common          | 3827                       | 0                 | 3827                  | 2000                 | 0                                       | 3827                                    | 0       | remaining   |
| 2    |              | 134 - Urdu Reade           |      | Urdu<br>Medium  | 242                        | 0                 | 242                   | 242                  | 0                                       | 242                                     | 0       | all receive |
| 3    |              | 135 - Hindi Read<br>(FL)   |      | Hindi<br>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<br>System<br>1 Click here | Student Informatio<br>System<br>Ĵ Click here                               | <sup>on</sup>  | Non Teaching<br>Staff<br>Ĵ Click here | <b>*</b> +   | Text Books | E                   |           |
| W.            | FLN(Foundational<br>Literacy & Numeracy)      | Donor Corner   | =  | Shaala Siddhi<br>Ĵ Click here         | 8            | Registers  | <b>B</b>            |           |
|               |   |  |  | dule selection                        |              |            |                     |           |
| Below<br>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<br>Home                 | Fig<br>Service under S<br>Services   | gure 20 :- Mo<br>Services tal                                    | odule Screen<br>b as depicted         |              |            | D : deo3601 · ADILA |           |
|               |   | Fig<br>Service under S<br>Services<br>Ground Ba                            | gure 20 :- Mo<br>Services tal                                    | odule Screen<br>b as depicted         | in the below | figure     | Logo                | ut        |
|               |   | Fig<br>Service under S<br>Services   | gure 20 :- Mo<br>Services tal<br>alance En<br>ived               | b as depicted                         | in the below | figure     |                     | ut        |
|               |   | Fig<br>Service under S<br>Services<br>Ground Ba<br>DEO Recei               | gure 20 :- Mo<br>Services tal<br>alance En<br>ived<br>ibute to N | b as depicted                         | in the below | figure     | Logo                | ut        |
|               | Home  | Fig<br>Service under S<br>Services<br>Ground Ba<br>DEO Recei<br>DEO Distri | gure 20 :- Mo<br>Services tak<br>alance En<br>ived<br>ibute to N | b as depicted                         | in the below | figure     | Logo                | ut        |
|               | Home  | Fig<br>Service under S<br>Services<br>Ground Ba<br>DEO Recei<br>DEO Distri | gure 20 :- Mo<br>Services tak<br>alance En<br>ived<br>ibute to N | odule Screen<br>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<br>All                | t Title                    | Mediu           | Enrollment<br>as per<br>UDISE | Ground<br>Balance | Actual<br>Requirement | Quantity<br>Received | Quantity<br>Dispatched | Total<br>Quantity<br>Dispatched<br>till date | Remaining<br>Material to<br>be<br>Dispatched | Date of<br>Dispatch<br>(Current<br>Phase) | Date of<br>Dispatch<br>(Last<br>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<br>Reader(FL) | Commo           | 1 39                          | 0                 | 39                    | 2000                 | 200                    | 0  | 39   | 29-05-2024                                |  | 0       | all rec |
| <b>~</b>                   | 134 - Urdu<br>Reader       | Urdu<br>Medium  | 0                             | 0                 | 0                     | 242                  | 241                    | 0  | 0  | 22-05-2024                                |  | 0       | all rec |
| <b>~</b>                   | 135 - Hindi<br>Reader (FL) | Hindi<br>Medium | 0                             | 0                 | 0                     | 1                    | 1                      | 0  | 0  | 29-05-2024                                |  | 0       | all rec |
|                            |                            | 1               | 1                             | 1                 |                       |                      |                        |  |  |   | I                                      |         | <br> }  |

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.

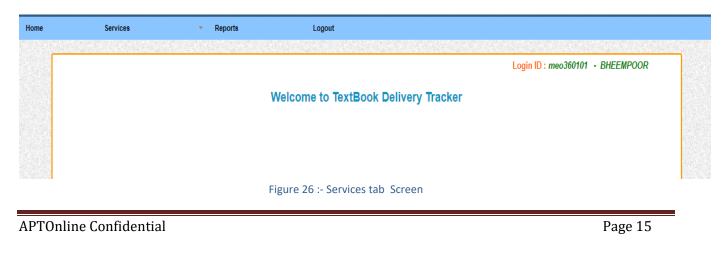
Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

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<br>Ĵ Click here | Click here | E |
| FLN(Foundational<br>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<br>All | Title                      | Medium          | Enrollment<br>as per<br>UDISE | Ground<br>Balance | Actual<br>Requirement | Quantity<br>Dispatched<br>By DEO | Actual<br>Quantity<br>Received<br>By MEO | Total<br>Quantity<br>Received<br>till date | Remaining<br>Material to<br>be Received | Surplus | Remarks  |
|            |               | (1)                        | (2)             | (3)                           | (4)               | (5=3-4)               | (6)                              | (7<=6-8)                                 | (8)  | (9=5-8)                                 | (10)    | (11)     |
| 1          |               | 133 - Telugu<br>Reader(FL) | Common          | 39                            | 0                 | 39                    | 200                              | 200                                      | 0  | 39                                      | 0       | received |
| 2          |               | 134 - Urdu Reader          | Urdu<br>Medium  | 0                             | 0                 | 0                     | 241                              | 241                                      | 0  | 0                                       | 0       | received |
| 3          |               | 135 - Hindi Reader<br>(FL) | Hindi<br>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.

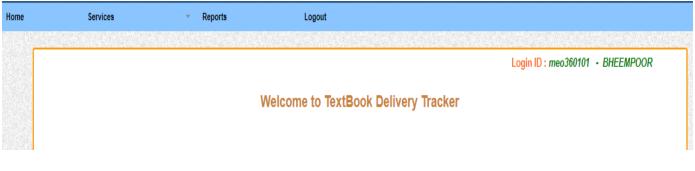
Note: - Here User can access the Services through ISMS and Samagra Shiksha Portals.

After login Select Textbooks Module as depicted in the below figure

|                        | WELCOME 1                     | TO SAMAGRA SH         | IIKSHA        |   |
|------------------------|-------------------------------|-----------------------|---------------|---|
|                        |                               |                       |               |   |
| Teacher Information    | Student information<br>System | Non Teaching<br>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<br>MEO Rece<br>MEO Distr | Ground Balance Entry At MEC<br>MEO Received<br>MEO Distribute To School | Ground Balance Entry At MEO<br>MEO Received<br>MEO Distribute To School | Ground Balance Entry At MEO<br>MEO Received Tex<br>MEO Distribute To School | Ground Balance Entry At MEO<br>MEO Received Text Books Distributed<br>MEO Distribute To School | Ground Balance Entry At MEO<br>MEO Received<br>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.

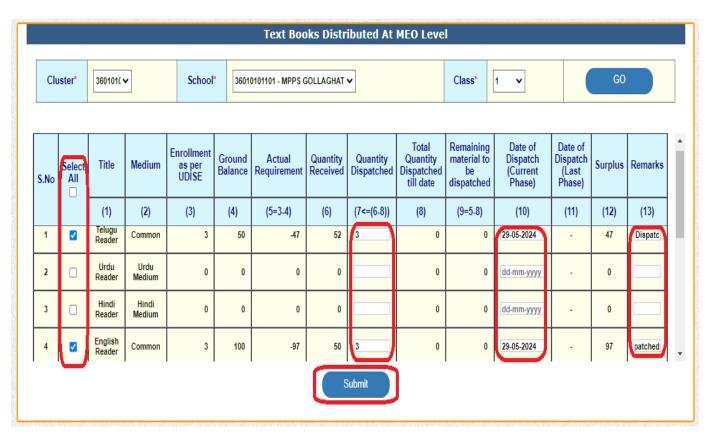


Figure 35 :- Entry Screen

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<br>System<br>Ĵ Click here | Student Information<br>System<br>Ĵ Click here | Non Teaching<br>Staff<br>Click here | Text Books | E |
|---|---|-------------------------------------|------------|---|
| FLN(Foundational<br>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<br>All | Title             | Medium          | Enrollment<br>as per UDISE | Ground<br>Balance | Actual<br>Requirement                          | Quantity<br>Dispatched<br>By MEO | Quantity<br>Received by<br>School | Total<br>Quantity<br>Received till<br>date | Remaining<br>material to be<br>received | Surplus | Remarks  |
|      |               | (1)               | (2)             | (3)                        | (4)               | (5=3-4)  | (6)                              | (7<=6)                            | (8)  | (9=5-8)                                 | (10)    | (11)     |
| 1    |               | Telugu<br>Reader  | Common          | 3                          | 0                 | 3  | 3                                | 3                                 | 0  | 3                                       | 0       | Received |
| 2    |               | Urdu<br>Reader    | Urdu<br>Medium  | 0                          | 0                 | 0  | 0                                |                                   | 0  | 0                                       | 0       |          |
| 3    |               | Hindi<br>Reader   | Hindi<br>Medium | 0                          | 0                 | 0  | 0                                |                                   | 0  | 0                                       | 0       |          |
| 4    |               | English<br>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