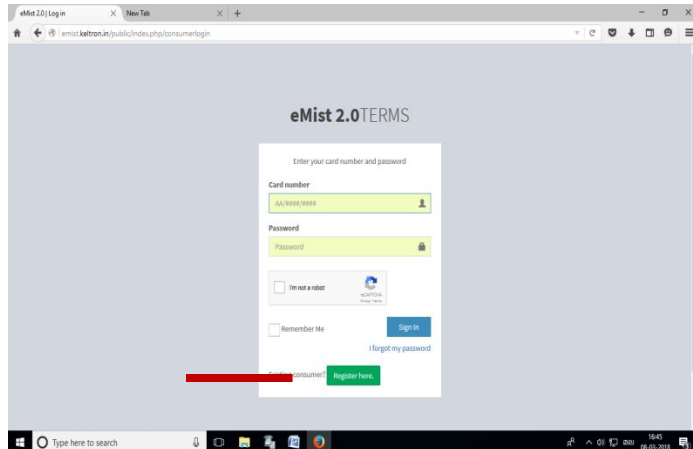
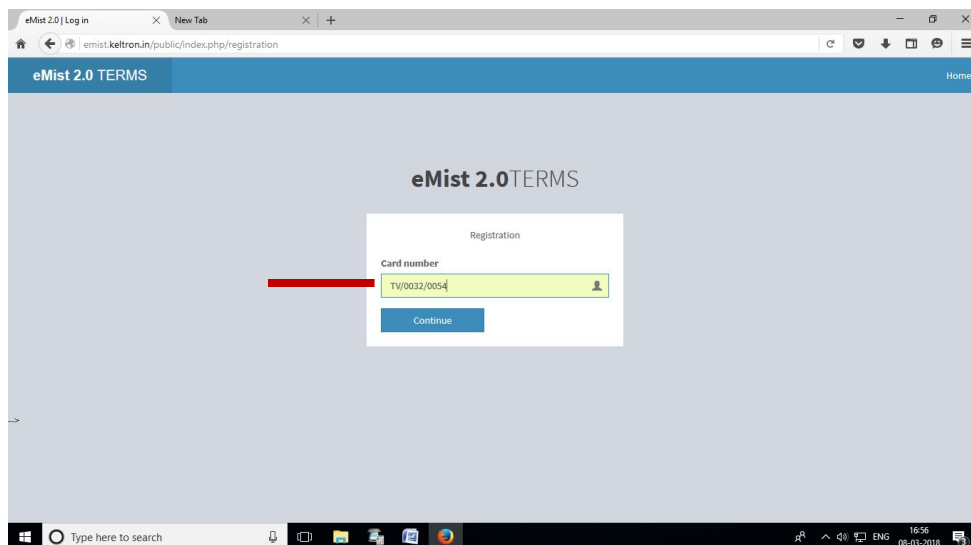


TERMS - Consumer Login User Manual

eMist 2.0 TERMS ൽ Login ചെയ്യുന്നതിനായി <http://emist.keltron.in/> address ടൈപ്പ് ചെയ്യുക. ശേഷം താഴെ കാണുന്ന screen ൽ Existing Consumer? Register here ൽ click ചെയ്യുക.

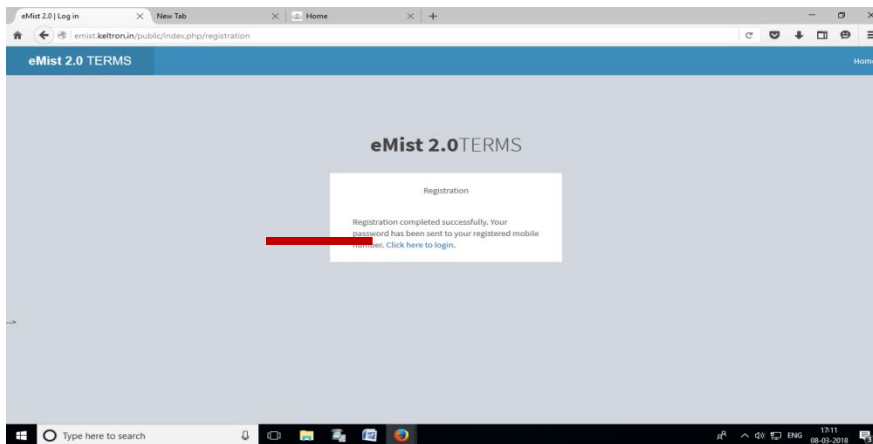
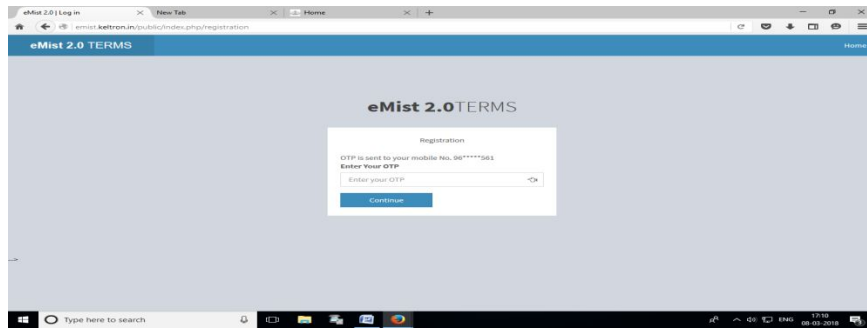


തുടർന്ന് വരുന്ന registration page - ൽ Card No.. (ഉദാഃ TV/0032/0054) ഈ രീതിയിൽ രേഖപ്പെടുത്തുക. TV/0032/54, TV/32/0054 എന്നീ ഫോർമാറ്റിലുള്ള കാർഡ് നമ്പറുകൾ പ്രവർത്തിക്കുന്നതല്ല.

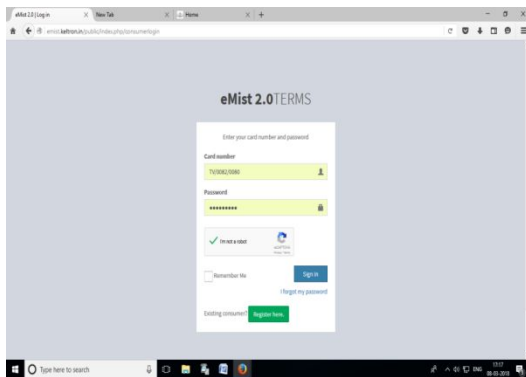


തുടർന്ന് Continue button click ചെയ്യുമ്പോൾ Registration page ൽ എത്തിച്ചേരും. അവിടെ mobile number enter ചെയ്യുക. Enter ചെയ്യുന്ന mobile number ലേക്ക് One Time Password (OTP) SMS ആയി ലഭിക്കുന്നതായിരിക്കും.

SMSആയി ലഭിച്ച OTP സ്ക്രീനിൽ കാണുന്ന ബോക്സിൽ enter ചെയ്യുക.



തുടർന്ന് Password ഉം SMS ആയി അതേ mobile number ൽ ലഭിക്കുന്നതായിരിക്കും. “Click here to login” ൽ click ചെയ്യുമ്പോൾ വരുന്ന പേജിൽ കാർഡ് നമ്പർ, PASSWORD എന്നിവ രേഖപ്പെടുത്തി ആഫീസിന് Login ചെയ്യാവുന്നതും, തുടർന്ന്



Login ചെയ്യുമ്പോൾ ലഭിക്കുന്ന തുടർന്ന് കാണിച്ചിരിക്കുന്ന പേജുകളിൽ Consumer office –മായി ബന്ധപ്പെട്ട വിവരങ്ങൾ രേഖപ്പെടുത്താവുന്നതുമാണ്. (Edit Profile, Staff details, machine details, sub office details etc...)

Edit Profile - Here enter the Office address and all other mandatory fields

The screenshot shows the 'Edit Profile' tab of the 'User Profile' form. The form contains several input fields for user and office information. A red arrow points to the 'PHC, Keezattungal Thiruvananthapuram' text in the top left header.

Department	Health Services	Card type	Normal
Consumer office *	PHC, Keezattungal	Address *	Thiruvananthapuram
District *	Thiruvananthapuram	Pincode *	688001
Mobile *	9946113959	Email *	PREETHANAIR@GMAIL.COM
Phone	0471-2620231		
Download and install an Android/iOS app to get the Geo-coordinates of your office location. From the app note down the Degree Decimal values (Eg. 8.458975, 76.488765) and enter it in the corresponding fields. For more details Click here			
Latitude *	8.4245	Longitude *	7.6585
No. of Tapals received in the year 2017 *	58954	No. of Files generated in the year 2017 *	4256
Preferred Stationary		Office status *	

Staff Details – Here enter the staff details of consumer office. Also there is option to select the office head

The screenshot shows the 'Staff Details' tab of the 'User Profile' form. It includes an 'Office Head' section with fields for Designation, Designation Type, Working Nature, and Number of post. Below this is a table listing existing staff designations. A red arrow points to the 'Staff Details' tab header.

☐ Office Head

Designation *	Designation	Designation Type *	Select
Working Nature *	Select	Number of post *	

[Add](#)

Designations	Designation Type	
District medical officer	Gazetted	View & Edit Delete
Health inspector	Non-Gazetted	View & Edit Delete

Showing 1 to 2 of 2 entries

Previous **1** Next

Machine Details – Here enter the details of all the machines in consumer office

eMist 2.0 TERMS PHC, Keezattungal Thiruvananthapuram

User Profile Home - Machine Details

Profile Staff Details **Machine Details** Sub Offices Final Submit

Type * Fax Machine **Cartridge No. *** Cartridge Number

Make * Make **Year of purchase *** 2018

Model * Model **Paper Type *** Select

Maintenance Mode * Select **Add**

Show 10 entries Search:

Type	Make		
Digital Duplicator	Halda	View & Edit	Delete
Photocopier	122	View & Edit	Delete

Sub office details - Here enter the details of sub offices of the consumer office. If the stationeries for those offices are supplied from the share of the consumer office, mention that by selecting the check box.

eMist 2.0 TERMS PHC, Keezattungal Thiruvananthapuram

User Profile Home - Sub Offices

Profile Staff Details Machine Details **Sub Offices** Final Submit

☐ I confirm that this office doesn't have any suboffices.

Type of suboffice(Eg. District Office, Regional office etc.) * Type of sub office

Count of above sub office(s) * Count of sub office(s)

Whether stationery items to the entered sub office(s) supplied from your office? ☒ Yes ☐ No **Add**

Show 10 entries Search:

Sub office Name	Count of Sub office(s)		
Regional office	2	View & Edit	Delete

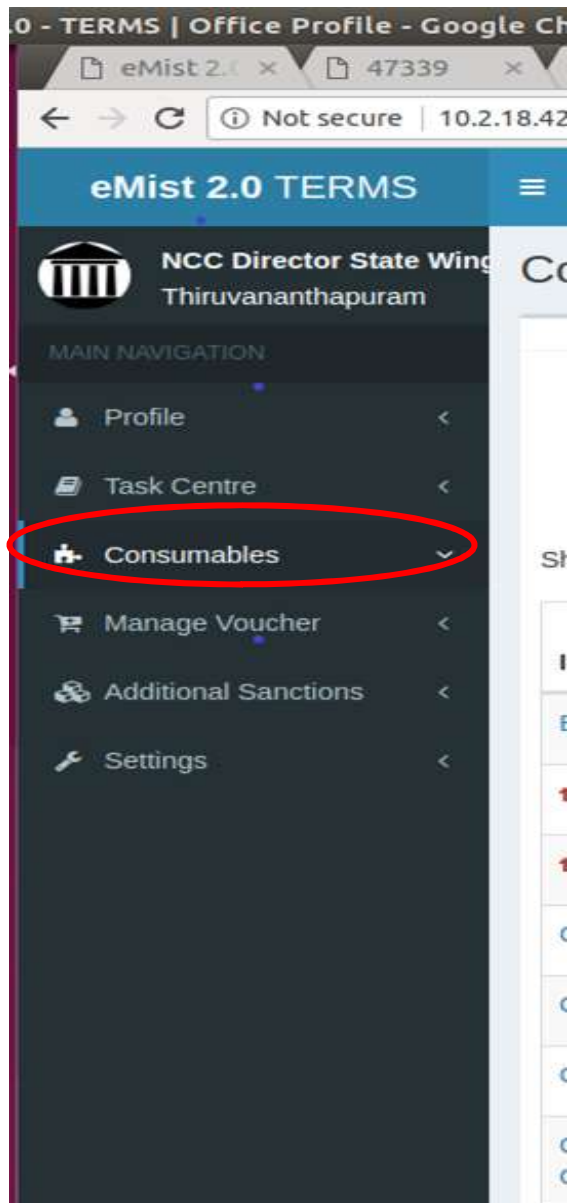
Type here to search 14:17 09-03-2018

ഓരോ പേജിലും വിവരങ്ങൾ രേഖപ്പെടുത്തി update ചെയ്യുക. ആഫീസിനെ സംബന്ധിക്കുന്ന എല്ലാ വിവരങ്ങളും രേഖപ്പെടുത്തിയ ശേഷം Final Submit button click ചെയ്യുക. എല്ലാ പേജിലും വിവരങ്ങൾ കൃത്യമായി രേഖപ്പെടുത്തിയാൽ മാത്രമേ update, final submission എന്നിവ സാധ്യമാകുകയുള്ളൂ. Final submission കഴിഞ്ഞതിനു ശേഷം രേഖപ്പെടുത്തിയ വിവരങ്ങളിൽ മാറ്റം വരുത്താൻ സാധിക്കുന്നതല്ല.

ഇടതുവശത്തുള്ള Settings menu ൽ നിന്നും Password change ചെയ്യാവുന്നതാണ്.

How to Submit Voucher?

Login to TERMS software using your user ID and password. Please ensure that you have submitted opening balance as on 01/04/2018 in task centre of TERMS. On voucher facilities will be visible to only those offices, who have completed the above task.



Step 1

Click 'Consumables'

Step 2

Select Item

Show 10 entries

Search:

Item Name	Quota	Additional Sanction	Special Sanction	Received Quota	Present Stock	Add to voucher 	Request For Additional Sanction 
Bound Book 100 page	40	0	0	40	0		
 Bound Book 200 page	40	0	0	0	0		
 Bound Book 300 page	80	0	0	0	0		
Cambric Cloth	2	0	0	3	0		
CD Plain	20	0	0	0	0		
CD R/W	5	0	0	0	0		
Continous computer stationery part1 60 GSM 80col	10000	0	0	0	0		
Continous computer stationery part 2 60 GSM 80 col	5000	0	0	0	0		

Use this add to cart facility. You can add all the items that you need to indent

Additional sanction request not included now

Step 3(a)

View the details



CAMBRIC CLOTH

₹ 0.00

Unit : Metre | Sanctioned quantity : 5

Additional sanction : 0 | Special sanction : 0

Received quota : 3 | Balance quota : 2

Stock in hand : 0 | Under Processing : 0

Stock Indicator (in Stationery office)

462Metre

Requirement / 2

ADD TO VOUCHER

Step 3(b)

Enter requirement



CD PLAIN

₹ 8.00

Unit : Nos | Sanctioned quantity : 20

Additional sanction : 0 | Special sanction : 0

Received quota : 0 | Balance quota : 15

Stock in hand : 0 | Under Processing : 5

Stock Indicator (in Stationery office) 0Nos

Requirement / 15

Please enter a value

ADD TO VOUCHER

Step 3(c)

Click 'Add to Voucher'



CONTINUOUS COMPUTER STATIONERY
PART 2 60 GSM 80 COL

₹ 0.00

Unit : Sheet | Sanctioned quantity : 5000

Additional sanction : 0 | Special sanction : 0

Recieved quota : 0 | Balance quota : 5000

Stock in hand : 0 | Under Processing : 0

Stock Indicator (in Stationery office)

500Sheet

Requirement / 5000

ADD TO VOUCHER

3

items added to the voucher

[Click here to submit voucher](#)

Select

Sanctioned Items

Step 4

Go to Cart

Show 10 entries

Search:

Item Name	Quota	Additional Sanction	Special Sanction	Received Quota	Present Stock	Add to voucher	Request For Additional Sanction
Bound Book 100 page	40	0	0	40	0		
 Bound Book 200 page	40	0	0	0	0		
 Bound Book 300 page	80	0	0	0	0		
Cambric Cloth	2	0	0	3	0		

Step 5(a)

Submit voucher

The screenshot displays the 'Manage Voucher' interface. At the top, there is a blue header bar with a menu icon, notification icons (2, 1, 3), and the text 'NCC Director State Wing TVM'. Below the header, the page title 'Manage Voucher' is shown, along with a breadcrumb trail 'Home > Manage Voucher'. The main content area features a 'Show 10 entries' dropdown and a 'Search:' input field. A table lists three items:

Item Name	Quantity	
CD RW	3	
CD Plain	5	
Continous computer stationery part 2 60 GSM 80 col	3000	

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom left is a green 'Add More Items' button. At the bottom right is a blue 'Submit' button, which is circled in red.

Step 5(b)

Confirm submission

The screenshot displays the 'Manage Voucher' interface. At the top, there is a header with the title 'Manage Voucher' and a breadcrumb trail 'Home > Manage Voucher'. Below the header, there is a search bar and a dropdown menu set to 'Show 10 entries'. The main content area features a table with columns 'Item Name' and 'Quantity'. The table is currently empty, with a message 'There are no item in this voucher.' displayed below the headers. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries'. On the right side of the table, there are 'Previous' and 'Next' navigation buttons. At the bottom left, there is a green button labeled 'Add More Items'. At the bottom right, there is a blue button labeled 'Submit'. A white modal dialog box is centered on the screen, displaying the message 'Voucher submitted successfully!' and an 'OK' button.

Manage Voucher

Home > Manage Voucher

Show 10 entries

Search:

Item Name	Quantity
There are no item in this voucher.	

Showing 0 to 0 of 0 entries

Previous Next

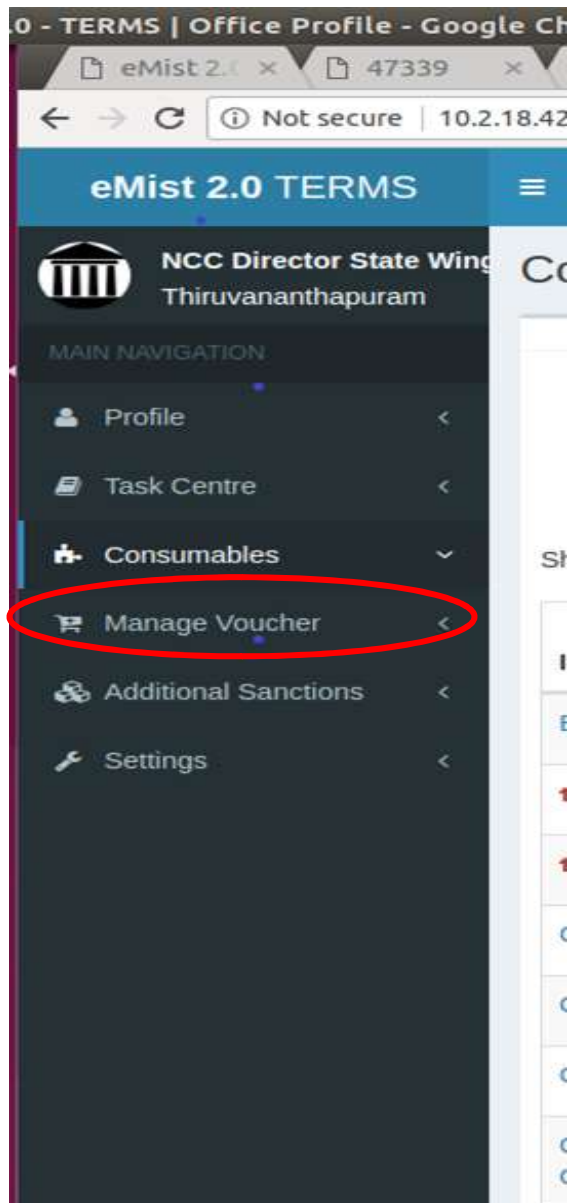
Add More Items

Voucher submitted successfully!

OK

Submit

How to Review the status of Submitted Voucher?



Step 6

Click 'Manage Voucher'

Step 1

Review the status of submitted voucher

Manage Voucher Home > Manage Voucher

Show 10 entries Search:

Voucher No	Date	Status
TV/2343	26/09/2018 04:55 PM	Approved
TV/2344	26/09/2018 12:00 AM	Under Processing

Showing 1 to 2 of 2 entries

Previous 1 Next

Step 2

Click to manage a submitted voucher

Step 4(a)

Generate voucher

Approved Voucher Home > Manage Voucher

Voucher No: TV/2343
Approved Time: 26/09/2018 04:55 PM
Voucher Validity: 28/09/2018 04:55 PM

Show entries Search:

Item Name	Quantity	Issued Quantity	Remarks
Cambric Cloth	2	2	
CD Plain	5	0	No sufficient Data
Pencil Black lead	30	25	ss

Showing 1 to 3 of 3 entries Previous **1** Next

Step 4(b)

Enter the Messenger details

Generate Voucher

Officer Name

Designation

Select

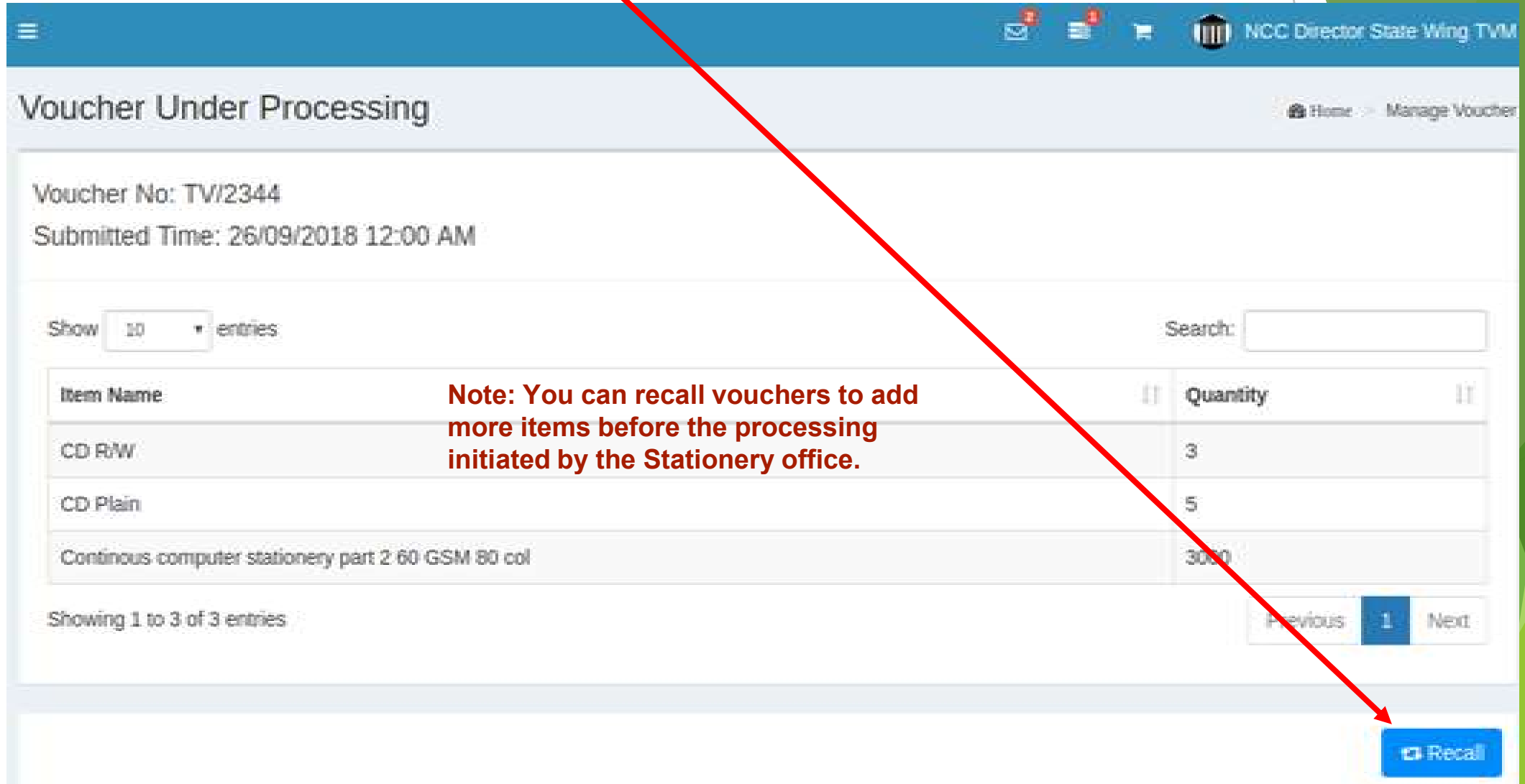
Yes No

give the messenger name and select the designation from the drop box

Once the voucher is generated, get two copies of the voucher printed back to back (as done earlier), sign the voucher on bothside, and send the messenger alongwith two copies of voucher and supply card to stationery office on ANY WORKING DAY(No restriction on days as earlier). Your stock will be reserved once your voucher is approved. No delay in stationery office. You CAN ARRANGE PROPER TRANSPORTATION AS PER THE APPROVED VOUCHER. NO SUSPENSE ABOUT THE AVAILABILITY OF THE INDENTED ITEMS

Step 3

If needed you can recall the Voucher



Voucher Under Processing

Voucher No: TV/2344
Submitted Time: 26/09/2018 12:00 AM

Show 10 entries Search:

Item Name	Quantity
CD R/W	3
CD Plain	5
Continuous computer stationery part 2 60 GSM 80 col	3000

Showing 1 to 3 of 3 entries

Previous 1 Next

Recall

Note: You can recall vouchers to add more items before the processing initiated by the Stationery office.

Step 5(a)

Request extension

Approved Voucher Home > Manage Voucher

Voucher No: TV/2343
Approved Time: 26/09/2018 04:55 PM
Voucher Validity: 28/09/2018 04:55 PM

Show entries Search:

Item Name	Quantity	Issued Quantity	Remarks
Cambric Cloth	2	2	
CD Plain	5	0	No sufficient Data
Pencil Black lead	30	25	ss

Showing 1 to 3 of 3 entries Previous **1** Next

Step 5(b)

Enter reason for extension

Note: Usually Stationery articles of approved vouchers should be collected within 5 days. But an one time extension of 5 days could be requested before the expiry of voucher



The screenshot shows a dialog box titled "Extend Voucher" with a close button (X) in the top right corner. Below the title bar, there is a label "Reason" followed by a text input field containing the placeholder text "Enter ...". At the bottom right of the dialog box, there are two buttons: a blue "Yes" button and a white "No" button with a grey border.

Step 6(a)

Cancel voucher

Approved Voucher

Home > Manage Voucher

Voucher No: TV/2343
Approved Time: 26/09/2018 04:55 PM
Voucher Validity: 28/09/2018 04:55 PM

Show 10 entries Search:

Item Name	Quantity	Issued Quantity	Remarks
Cambric Cloth	2	2	
CD Plain	5	0	No sufficient Data
Pencil Black lead	30	25	ss

Showing 1 to 3 of 3 entries

Previous 1 Next

Request Extension Generate Voucher Cancel

Step 6(b)

Enter the reason for cancellation.
Even after Approving

CANCEL VOUCHER

Reason

SUBMIT