EXAMINATION STORE AUTOMATION
USER MANUAL
FOR EXAMINATION CENTRE

Document Version 1.0

KERALA UNIVERSITY OF HEALTH SCIENCES

INDEX

1. INTRODUCTION

Objective of the system is to automate the Supply of Examination Stationery and to manage Inventory of these items at Examination Centre's and University.

Approved Examination Centre's can access the system through www.kuhs.ac.in. The Objective of this document is to briefly describe the usage of the system.

Facilities of the System:-

1. Item Indent to request for items

2. Item Inward to accept items received from University

3. Form to inform Missing in Supply (Items Missing)

4. Item Consumption to record utilization of items

5. Item Return to return Used/Damaged/Cancelled answer books

6. Form to inform Lost Items

7. Live Stock status

8. Stock Register Report

9. Registers for Indent, Consumption, Return, Missing & Lost.

2. USER INTERFACE

A. USER LOGIN

User can access the Examination Store System from University website (www.kuhs.ac.in). Go to to LOGIN section and click on Examination Store to view Login Screen.
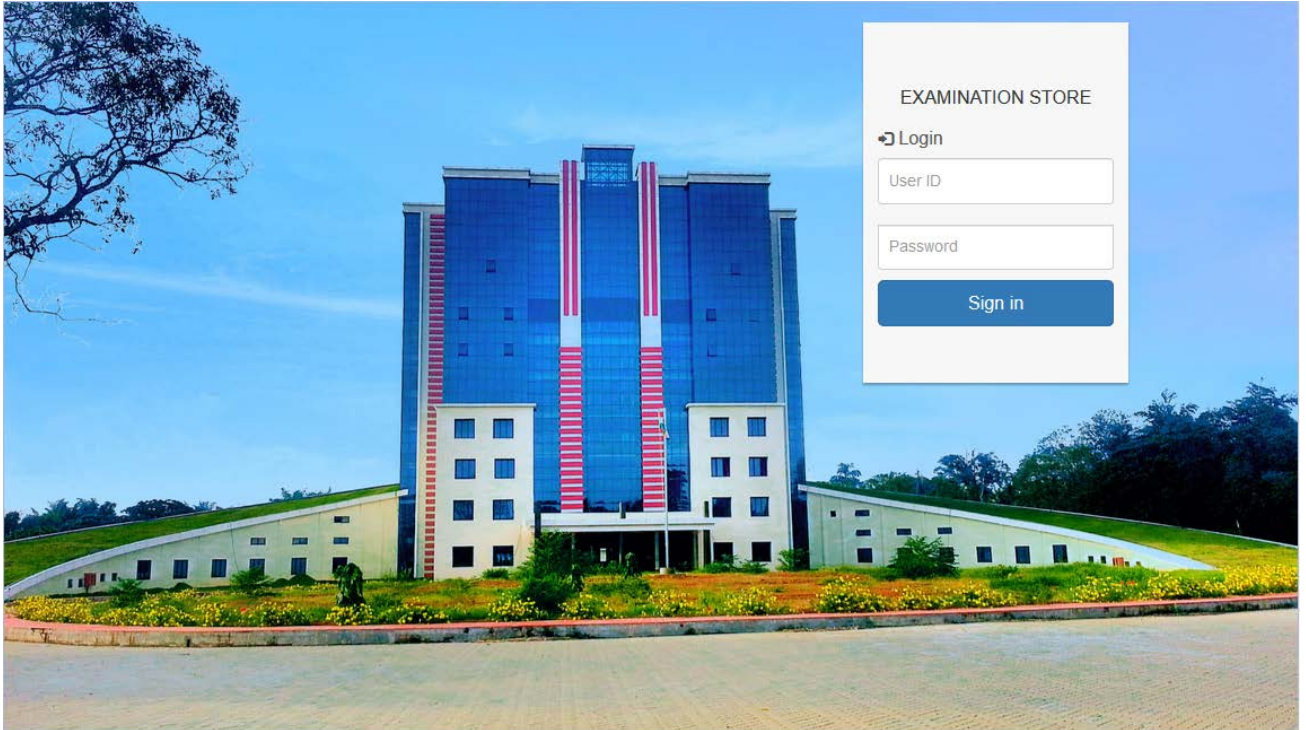
User can login to the system using same User ID and Password provide for Examination System.

WELCOME SCREEN

Welcome Screen of the system has a Side Menu on left and a common area in which status of various activities are displayed.

B. ITEM INDENT

PURPOSE: To send exam related stationary (answer sheets, covers) requirements to university.

NEW INDENT: User can create new indent by selecting *CREATE* tab. Select item, quantity and click *ADD* and continue with the next item. If user want to remove an item then click *REMOVE*. Once all entries are completed click *SAVE* button.

Item Indent

| VIEW | CREATE INDENT |

College	Amala Institute of Medical Sciences, Thrissur
Date	2017-12-20

Item ----Select------- Quantity* +ADD

Item Head	Current Balance	New Requirement	
Answer Sheet 12 pg. (practical)	49	100	Remove
Answer Sheet 52 pg. 10 dig(new)	0	150	Remove
Brown Cover (For Answer Sheet)	40	25	Remove
Yellow Cover (For Practical)	0	30	Remove

BACK   SAVE

VIEW INDENT: Saved Indents will be visible in *VIEW* tab.

Item Indent

| VIEW | CREATE INDENT |

Sl No	Indent No	Date	
1	2017/INT/10	2017-12-13	Edit Forward to university

** If an indent is forwarded to University then it will not be visible in *VIEW*. To check status of the Indent got to *INDENT STATUS* under *REPORT* Menu.

EDIT INDENT: To edit Indent click on *EDIT* button in *VIEW*

Item Indent

VIEW **CREATE INDENT**

College   Amala Institute of Medical Sciences, Thrissur

Date   2017-12-13   Indent No : 2017/INT/10

Item   ----Select-------   Quantity*   +ADD

Item Head	Current Balance	New Requirement	
Answer Sheet 12 pg. (practical)	19	100	Remove
Answer Sheet 52 pg. 10 dig(new)	0	100	Remove
Brown Cover (For Answer Sheet)	30	10	Remove
Yellow Cover (For Practical)	0	25	Remove

BACK   UPDATE   DELETE

To Update an Item, user must remove that item from the list and *ADD* item with desired quantity. Use *UPDATE* button to save changes. In order to delete an indent click on *DELETE* button.

SEND INDENT TO UNIVERSITY: To forward Indent to University click on *FORWARD TO UNIVERSITY* button in *VIEW*

Item Indent

VIEW **CREATE INDENT**

College   Amala Institute of Medical Sciences, Thrissur

Date   2017-12-13   Indent No : 2017/INT/10

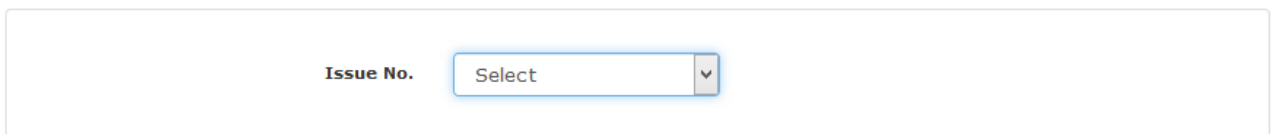| Item Head	Current Balance	New Requirement	
Answer Sheet 12 pg. (practical)	19	100	
Answer Sheet 52 pg. 10 dig(new)	0	100	
Brown Cover (For Answer Sheet)	30	10	
Yellow Cover (For Practical)	0	25	

BACK   FORWARD

Click on *FORWARD* button to send Indent to University.

C. ITEM INWARD

PURPOSE: After receiving items from University, Exam Centre user can verify the received items and make an inward entry. After finalizing inward entry, items will be reflected in Examination Centre Stock.
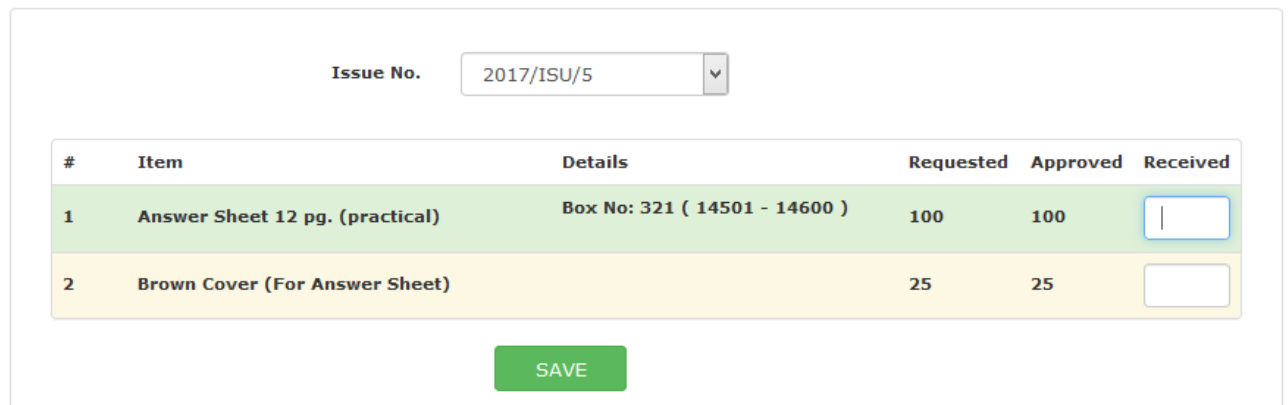
INWARD ENTRY: User must select Issue No. from the Drop Down. System will display issued items. After verifying count of items user should enter received quantity and *SAVE*.

Item Inward

Issue No.	Select ▾

Item Inward

Issue No.   2017/ISU/5 ▾

#	Item	Details	Requested	Approved	Received
1	Answer Sheet 12 pg. (practical)	Box No: 321 (14501 - 14600)	100	100	
2	Brown Cover (For Answer Sheet)		25	25	

SAVE

** In case if there are missing items in supply user should enter it in *MISSING IN SUPPLY* form.

UPDATE INWARD: User can update Inward again by selecting Issue No. From Drop Down. System will show issued items. User can update received quantity and *SAVE*.

CONFIRM AND UPDATE STOCK: User must select Issue No. from Drop Down. Press *CONFIRM & UPDATE STOCK* button to Confirm. Once this is done this Issue No. will not visible in Drop Down. User can verify *STOCK REGISTER* in *REPORT* Menu to see the stock.

Item Inward

#	Item	Details	Requested	Approved	Received
		Issue No. 2017/ISU/5			
1	Answer Sheet 12 pg. (practical)	Box No: 321 (14501 - 14600)	100	100	100
2	Brown Cover (For Answer Sheet)		25	25	25

[SAVE] [CONFIRM & UPDATE STOCK]

D. ITEM MISSING IN SUPPLY

PURPOSE: This is to inform University that there is missing of items in Supply against an Item Issue**.**

ENTER MISSING ITEMS: Select Issue No. in which there is missing of item. If user has any remarks mention in details. Select item, Box No., Serial No. , *ADD* and Click on *SAVE* button.

Missing In Supply

VIEW   **ADD MISSING ITEMS**

College	Academy of Medical Sciences, Pariyaram,Kannur	Date	20-12-2017

Ref. No.

Issue No   2017/ISU/6

Details   Answer Book Missing

Item   Answer Sheet 52 pg. 10   Box No   Serial No   [+ADD]

Item Head	Box No	Serial No	
Answer Sheet 52 pg. 10 dig(new)	145	145688	Remove

[BACK]   [SAVE]

VIEW: Saved missing items can be viewed in *VIEW*

Missing In Supply

	VIEW	**ADD MISSING ITEMS**				
Sl No	Ref. No.	Date	Issue no	Details		
1	2017/MISS/4	2017-12-04	2017/ISU/3	Missing Answer Sheet	Edit	Forward to University

UPDATE MISSING ITEMS: Click on *EDIT* in View. To change Item details user should remove and add Item will new details. Click on *UPDATE* to save changes. To remove entry click on *DELETE*.

Missing In Supply

VIEW	**ADD MISSING ITEMS**

College   Academy of Medical Sciences, Pariyaram,Kannur   **Date**   2017-12-04

Ref. No.   2017/MISS/4

Issue No   2017/ISU/3

Details   Missing Answer Sheet

Item   ----Select-------   **Box No**   **Serial No**   **+ADD**

Item Head	Box No	Serial No	
Answer Sheet 12 pg. (practical)	125	1455682	Remove

BACK   UPDATE   DELETE

SEND MISSING DETAILS TO UNIVERSITY: Select *FORWARD TO UNIVERSITY* from VIEW. Click on *FORWARD TO UNIVERSITY*. University will acknowledge and status can be viewed in *MISSING ITEMS REGISTER* in *REPORT* menu.

Missing In Supply

VIEW	**ADD MISSING ITEMS**

College	Academy of Medical Sciences, Pariyaram,Kannur	Date	2017-12-04

Ref. No.   2017/MISS/4

Issue No   2017/ISU/3

Details   Missing Answer Sheet

Item Head	Box No	Serial No	
Answer Sheet 12 pg. (practical)	125	1455682	

BACK   FORWARD TO UNIVERSITY

E. ITEM CONSUMPTION

PURPOSE: User can use this form to record quantity of items consumed. User should mention details of examinations for this items are utilized. Same form can be used to record quantity utilized for exams, cancelled and damaged.

ENTER CONSUMPTION: In ADD enter details of exams for which items are utilized and add items, utilized for and quantity. User can enter items that are used for exam, Damaged and Cancelled. On completion of entry press SAVE for record consumption.

Item Consumption

VIEW   **ADD CONSUMED ITEMS**

College	Academy of Medical Sciences, Pariyaram,Kannur

Cons. No.		Date	20-12-2017

Examination Details	FIRST YEAR MBBS EXAMINATION

Item ----Select-------   **Utilized** ----Select----   **Quantity**   **+ADD**

Item Head	Utilized	Utilized Quantity	
Answer Sheet 12 pg. (practical)	Exam	15	Remove
Answer Sheet 12 pg. (practical)	Canceled	1	Remove

BACK   SAVE

VIEW: Saved consumption details can be seen in *VIEW*. Click on Edit to update details. Click in Finalize to freeze the entry. After Finalize entered quantity will be deducted from Examination Centre Stock. User can verify this in *STOCK REGISTER* which is in *REPORT* menu.

** Finalized records will not visible in *VIEW*. To see these record please go to *CONSUMPTION REGISTER* in *REPORT* menu.

Item Consumption

VIEW   **ADD CONSUMED ITEMS**

Sl No	Consumption No	Date	
1	2017/CON/5	2017-12-04	Edit Finalize

UPDATE ITEM CONSUMPTION: Click *EDIT* from *VIEW*. *REMOVE* and *ADD* Items and click *UPDATE* save record. Use *DELETE* button to delete record.

FINALIZE ITEM CONSUMPTION: Click *FINALIZE* in *VIEW*. *CLICK ON FINALIZE* button. Once it is finalized consumed quantity will be deducted from the Stock. User can check stock register to see the latest status.

F. ITEM RETURN

PURPOSE: On completion of Examination College send answer books to University in prescribed covers. User can record these details in *ITEM RETURN* form. Details of items and Postal details can be entered in this form. University will acknowledge through the system once they receive the packets.

ENTER ITEM RETURN: Select *ADD ITEMS* for entering *ITEM RETURN*. Return Type can be By Post or By Hand. Enter postal details of return is by post. Enter details of items for return. Specify quantity of Answer Book and Covers.

Item Return

VIEW	ADD ITEMS

College Academy of Medical Sciences, Pariyaram,Kannur

Return No. [ ] **Date** 20-12-2017

Type of Return [By Post ▼]

Reference No. 123334 **Posted Date** 20-12-2017 **Post Office** KANNUR PO

Item ----Select------- ▼ **Utilized** ----Select---- ▼ **Quantity** [ ] [+ADD]

Item Head	Utilized	Quantity	
Answer Sheet 12 pg. (practical)	Exam	15	Remove
Answer Sheet 12 pg. (practical)	Canceled	1	Remove
Brown Cover (For Answer Sheet)	Exam	1	Remove

[BACK] [SAVE]

VIEW: Saved item return details can be seen in *VIEW*. Click on Edit to update details. Click in Finalize to freeze the entry.

Item Return

Sl No	Return No	Date	
1	2017/RET/4	2017-12-04	Edit Finalize

VIEW *ADD ITEMS*

UPDATE ITEM RETURN: Click on *EDIT* button in *VIEW*. User can modify postal details and add remove items. Click on *UPDATE* to save record. To delete Item Return click on *DELETE*.

Item Return

VIEW   ADD ITEMS

College Academy of Medical Sciences, Pariyaram,Kannur

Return No. 2017/RET/4   **Date**   2017-12-04

Type of Return   By Post

Reference No. 987766767   **Posted Date** 2017-12-04   **Post Office** Kannur

Item ----Select-------   **Utilized** ----Select----   **Quantity**   +ADD

Item Head	Utilized	Quantity	
Answer Sheet 12 pg. (practical)	Exam	10	Remove
Brown Cover (For Answer Sheet)	Exam	1	Remove

BACK   UPDATE DELETE

FINALIZE ITEM RETURN: Click on *FINALIZE* in *VIEW*. Press on *FINALIZE* button to freeze the data. University will acknowledge return when they receive items. Status can viewed in *ITEM RETURN REGISTER*.

Item Return

VIEW	**ADD ITEMS**

College Academy of Medical Sciences, Pariyaram,Kannur

Return No. 2017/RET/4 **Date** 2017-12-04

Type of Return bypost

Reference No. 987766767 **Posted Date** 2017-12-04 **Post Office** Kannur

Item Head	Utilized	Quantity	
Answer Sheet 12 pg. (practical)	Exam	10	
Brown Cover (For Answer Sheet)	Exam	1	

BACK   FINALIZE

G. LOST ITEMS

PURPOSE: During manual stock verification if there is any lost items in examination store, it should be informed to University and get approved. This form is used to inform the lost items to University. Once University approve request said item quantity will be reduced from Examination store stock.

ENTER LOST ITEMS: Select *ADD* for entering *LOST ITEMS*. Specify reason related to lost item and add details of item in the below list. User should specify serial no. in details textbox for Answer Sheet. After entry click in *SAVE* to record the details.

Lost Items

VIEW   **ADD LOST ITEMS**

College	Academy of Medical Sciences, Pariyaram,Kannur	**Date**	20-12-2017

Lost item No.

Reason   Answer Book Lost

Item   ----Select-------   **Details**   Serial No.s   **Quantity**   **+ADD**

Item Head	Details	Quantity	
Answer Sheet 12 pg. (practical)	12345,12354	2	Remove
Brown Cover (For Answer Sheet)	-	5	Remove

BACK   SAVE

VIEW: Saved Lost Item details can be seen in *VIEW*. Click on Edit to update details. Click on *FORWARD TO UNIVERSITY* to send request to University.

Lost Items

VIEW   **ADD LOST ITEMS**

Sl No	Lost Item No	Date	Reason	
1	2017/LOST/3	2017-12-07	Answer Sheet Lost	Edit Forward to University

UPDATE LOST ITEMS: Click on *EDIT* button in *VIEW* to Update. User can add and remove items and click *UPDATE* to record changes. To delete record user *DELETE* button.

FORWARD TO UNIVERSITY: Click on *FORWARD TO UNIVERSITY* button in *VIEW*. Please click *FORWARD* button to send Lost Item request to University. User can Approval status in *LOST ITEM REGISTER* in *REPORT* menu.

H. OPENING BALANCE

PURPOSE: This is a one-time process to initiate Examination Store Automation System. Examination Centre's should conduct manual stock Verification and must enter the current stock as Opening Balance.

ENTERING OPENING BALANCE: Enter the current stock balance of items. Click *SAVE* button to record the quantity. Use *FINALIZE STOCK* to finalize and update Stock.

Opening Balance

Store/Exam Center	Academy of Medical Sciences, Pariyaram,Kannur
Date	14-12-2017

Item Head	Quantity
Answer Sheet 12 pg. (practical)	15
Answer Sheet 32 pg. 10 dig(new)	0
Answer Sheet 32 pg. 10 dig(old)	0
Answer Sheet 52 pg. 10 dig(new)	20
Answer Sheet 52 pg. 10 dig(old)	0
Brown Cover (For Answer Sheet)	10
Pink Cover (For Part 1)	0
Pink Cover (Long)	0
Yellow Cover (For Practical)	0

SAVE   FINALIZE STOCK

3. REPORTS

A. STOCK STATUS REPORT

STOCK STATUS

Item	Balance Quantity
Answer Sheet 12 pg. (practical)	19
Answer Sheet 32 pg. 10 dig(new)	0
Answer Sheet 32 pg. 10 dig(old)	0
Answer Sheet 52 pg. 10 dig(new)	0
Answer Sheet 52 pg. 10 dig(old)	0
Brown Cover (For Answer Sheet)	30
Pink Cover (For Part 1)	0
Pink Cover (Long)	0
Yellow Cover (For Practical)	0

B. STOCK REGISTER

STOCK REGISTER

Year 2017   From 2017-11-01   To 2017-11-30

Item Answer Sheet 12 pg. (practical)   View On Screen

Item : Answer Sheet 12 pg. (practical)

Inward No.	Inward Date	Quantity	Issue No.	Issue Date.	Quantity
2017/INW/1	21-11-2017	98			
			2017/CON/1	21-11-2017	77
			2017/LOST/1	21-11-2017	2
	TOTAL INWARD	98		**TOTAL ISSUES**	79
			BALANCE STOCK : 19		

C. INDENT STATUS

From 2017-11-01   **To** 2017-11-30   View On Screen

Indent No. : 2017/INT/1   **Indent Date :** 2017-11-21

Indent Status : DESPATCHED

Item	College Stock As on Indent Date	Requested Qty
Answer Sheet 12 pg. (practical)	0	100
Brown Cover (For Answer Sheet)	0	20

D. CONSUMPTION REGISTER

Consumption Register (Item Utilization)

From 2017-11-01   **To** 2017-11-30   View On Screen

Con. No. : 2017/CON/1   **Con. Date :** 2017-11-21

Item	Purpose	Utilized Qty
Answer Sheet 12 pg. (practical)	Exam	75
Answer Sheet 12 pg. (practical)	Canceled	2

Con. No. : 2017/CON/2   **Con. Date :** 2017-11-21

Item	Purpose	Utilized Qty
Brown Cover (For Answer Sheet)	Exam	20

E. ITEM RETURN REGISTER

Item Return Register

From 2017-11-01   **To** 2017-11-30   View On Screen

Ret. No. : 2017/RET/1   **Ret. Date :** 2017-11-21

Return : bypost   **Ref No. :** 4545   **Date :** 2017-11-21

Post Office. : MG KAVU

Item	Purpose	Utilized Qty
Answer Sheet 12 pg. (practical)	Exam	75
Answer Sheet 12 pg. (practical)	Canceled	2
Brown Cover (For Answer Sheet)	Exam	20

F. LOST ITEM REGISTER

Item Lost Register		
From 2017-11-01	**To** 2017-11-30	View On Screen

Ref. No. :2017/LOST/1 **Date : 2017-11-21** **Status : Approved**

Reason : Lost Answer Sheet

Item	Quantity	Details
Answer Sheet 12 pg. (practical)	2	14567999,3434342342

G. MISSING IN SUPPLY REGISTER

MISSING ITEMS REGISTER		
From 2017-11-01	**To** 2017-11-30	View On Screen

Ref. No. : 2017/MISS/1 **Date :** 2017-11-21

Details : Two Answer Sheet missing

Status : Approved

Item	Box No.	Serial No.
Answer Sheet 12 pg. (practical)	234	12345666
Answer Sheet 12 pg. (practical)	341	12345986

4. TECHNICAL SUPPORT

Email ID   : exams@kuhs.ac.in

Phone   : 0487-2207664 Ext. 7666