



# Central Store's Inventory Management System

*User Manual for Stations*

*by*



# Introduction

## Website

Url: <http://aircentralstore.org>

The website of Central Store displays all their information - important contact numbers, complete staff list, tender details, new updates, notifications, etc.

## Inventory Management System

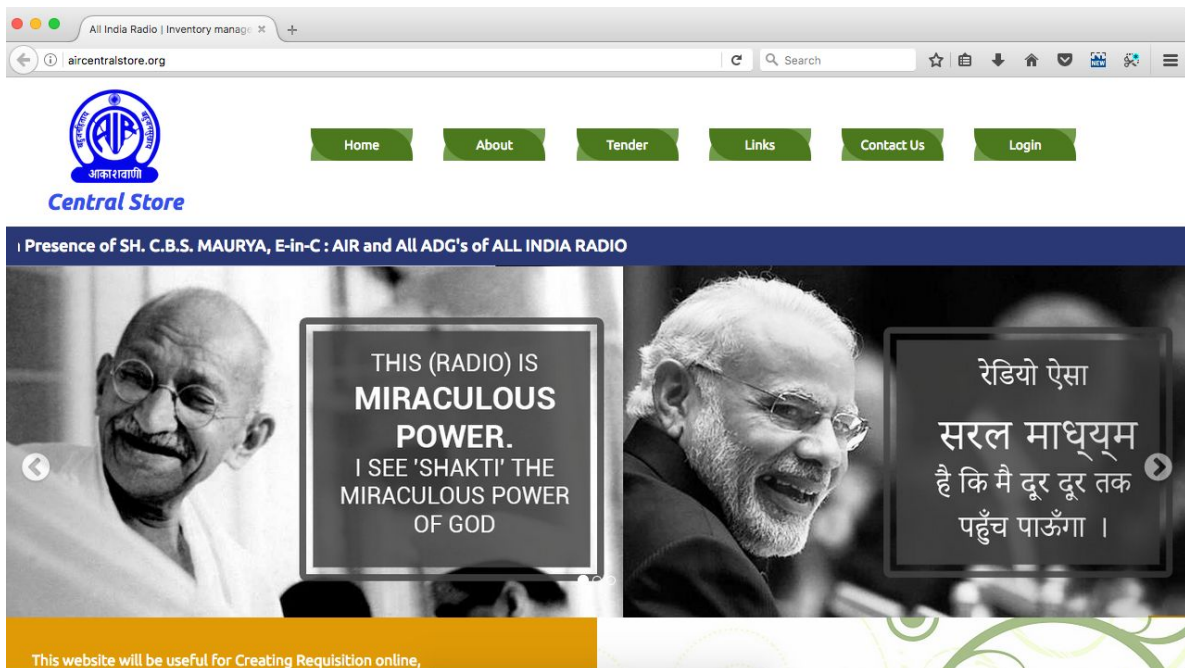
Url: <http://aircentralstore.org/store/dashboard/>

With the help of this software, all of the inventory information is available to each and every station of AIR all the time. A station can create a requisition and see the status of his request by logging into this portal.

The website and Inventory Management Software (IMS) is built under the able guidance of Sh.P.K Singh & Sh. A.M Sharma.

## 1. How to begin?

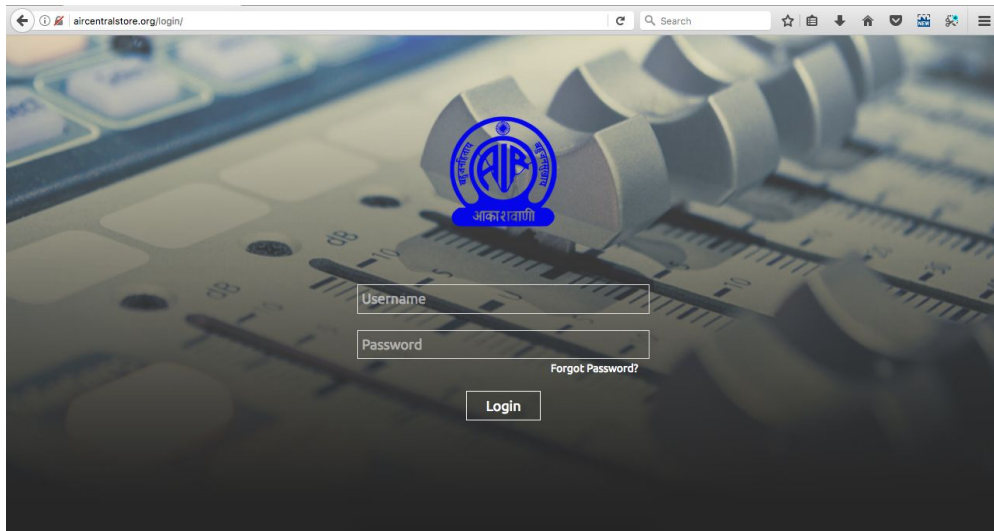
Visit <http://aircentralstore.org> > Click on Login (as shown in the screenshot)



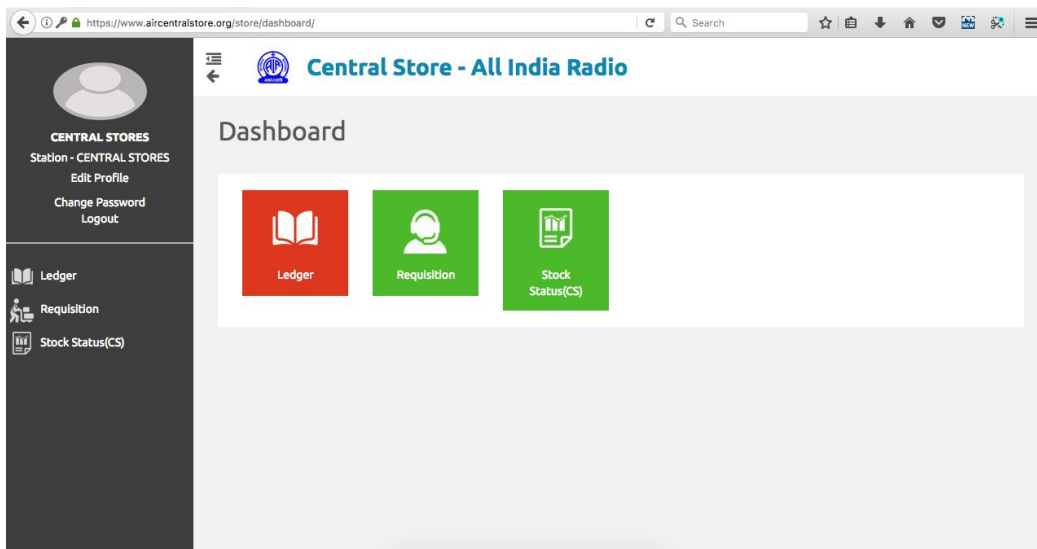
## 2. About the IMS Dashboard

How to login?

Url: <http://aircentralstore.org/login>



Enter the username and password as provided to you and then click on login to see the IMS dashboard. (Screenshot of the login page is attached below.)  
On successful login, you will be redirected to the main page of the software ie. the dashboard.



### 3. Ledgers

Dashboard > Ledger

The screenshot displays the 'Ledger' page in the Central Store - All India Radio system. The page is divided into three main sections: a sidebar, a main content area, and a filter panel.

**Sidebar (Left):** Contains the AIR logo and the text 'अकारवाणी'. Below it, the user is identified as 'ADMIN' from 'Central Store, New Delhi (Superuser)'. There are options for 'Change Password' and 'Logout'. A vertical menu lists various roles: 'User', 'Station', 'Zone Officer', 'Ledger' (highlighted), 'Item Master', 'Requisition', 'SIB', and 'SRB'.

**Main Content Area (Center):** Titled 'Ledger', it features a 'Details' section with a table of ledger items. The table has three columns: 'Name', 'Description', and 'Type'. Each row includes a checkbox for selection.

Name	Description	Type
<input type="checkbox"/> A02	BEL 1/10/100 KW MW TRANSMITTER	MW
<input type="checkbox"/> A04	VALVE + VVC	Valve
<input type="checkbox"/> A07	3 KW / 5 KW FM ( BEL, GCEL, R&S ) TRANSMI...	FM
<input type="checkbox"/> A07N	3 KW / 5 KW FM ( BEL, GCEL, R&S ) TRANSMI...	FM
<input type="checkbox"/> A07N II	3 KW / 5 KW FM ( BEL, GCEL, R&S ) TRANSMI...	FM
<input type="checkbox"/> A08	250 /300 KW MW / SW TRANSMITTER	MW
<input type="checkbox"/> A08 II	250/ 300 KW MW / SW TRANSMITTER	MW
<input type="checkbox"/> A09	100 KW MW TRANSMITTER	MW
<input type="checkbox"/> A09 II	100 KW MW TRANSMITTER	MW
<input type="checkbox"/> A09 III	100 KW MW TRANSMITTER	MW
<input type="checkbox"/> A10	STL	STL
<input type="checkbox"/> A11	CD PLAYER	Studio

**Filter Panel (Right):** Titled 'Filter', it includes a 'Reset' button and a section for 'Item Type'. The 'Item Type' section is expanded to show three categories: 'Transmitters' (with sub-items MW, SW, FM), 'Studio' (with sub-item Studio), and 'Others' (with sub-items Mobile Satellite, RN Terminal, STL, Valve).

You can view the list of all the ledgers and filter them based on Transmitter/Studio/Others.

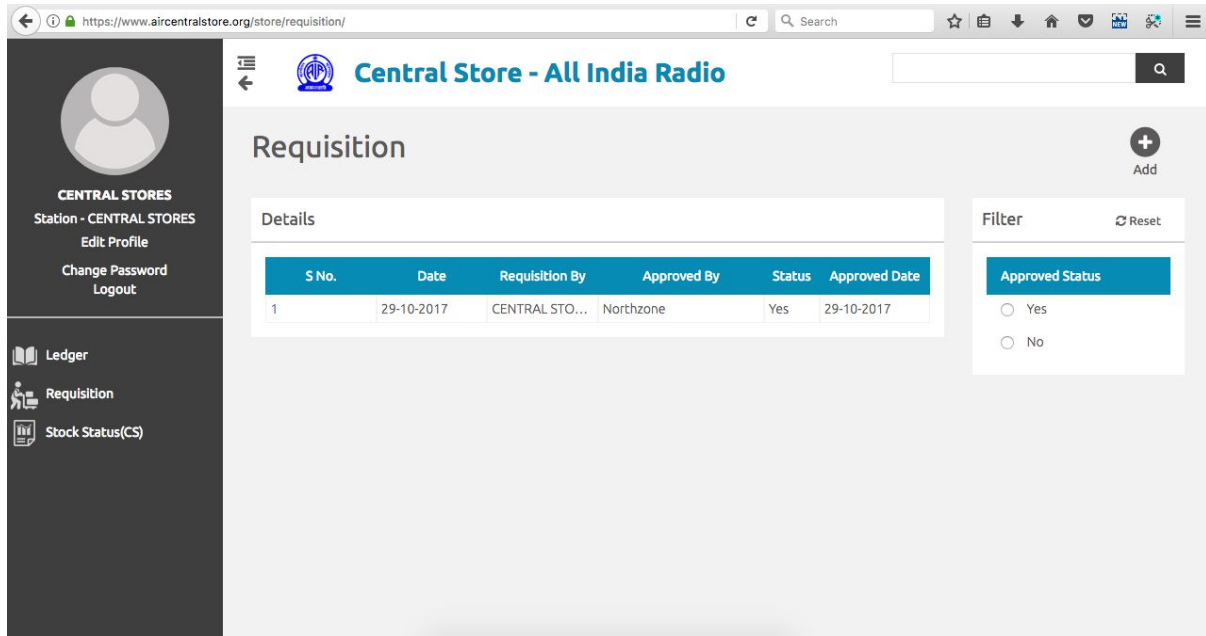
What item is at which page number of a ledger?:

Click on a particular Ledger name under the 'Name' field. It will open up the detail page of that ledger. You will see the list of the items in that ledger along with the page number they are at and their stock status (screenshot attached).

## 4. Creating a Requisition:

Dashboard > Requisition

A station can create a requisition for an item they wish to obtain from the central stores.



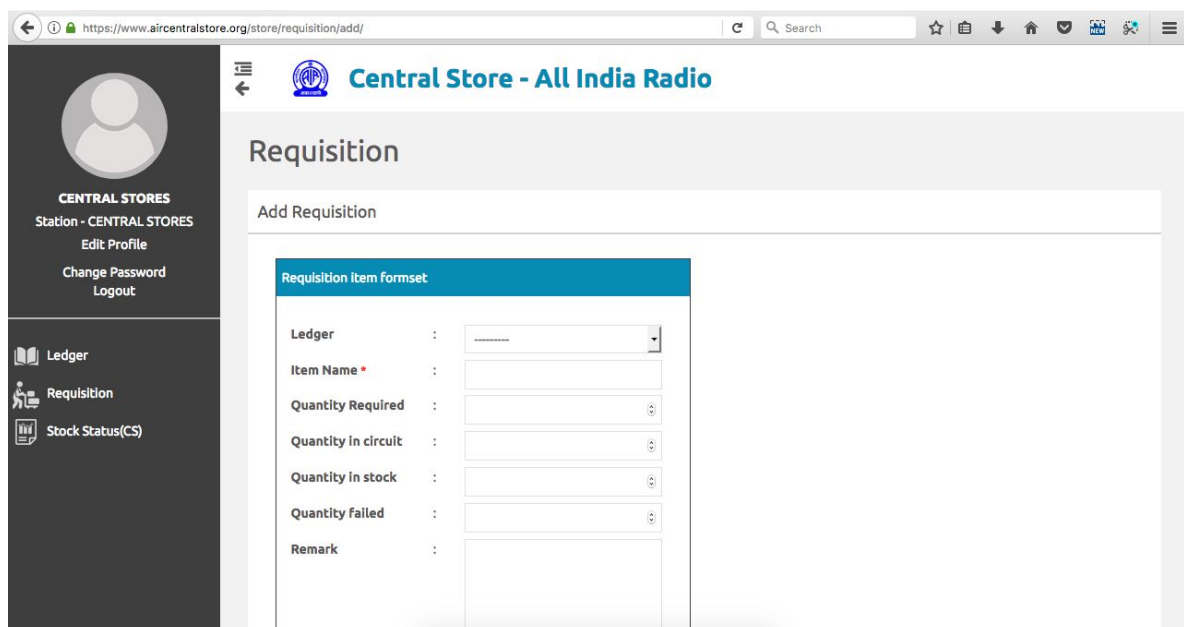
The screenshot shows the 'Requisition' page in the Central Store - All India Radio system. The page has a dark sidebar on the left with a user profile and navigation options: Ledger, Requisition, and Stock Status(CS). The main content area is titled 'Requisition' and features a table with the following data:

S No.	Date	Requisition By	Approved By	Status	Approved Date
1	29-10-2017	CENTRAL STO...	Northzone	Yes	29-10-2017

There is also a 'Filter' section on the right with a 'Reset' button and an 'Approved Status' filter with radio buttons for 'Yes' and 'No'. An 'Add' button is visible in the top right corner.

The requisition created by a station has to be approved by the Zonal Office.

### Creating a Requisition:



The screenshot shows the 'Add Requisition' form in the Central Store - All India Radio system. The form is titled 'Add Requisition' and contains the following fields:

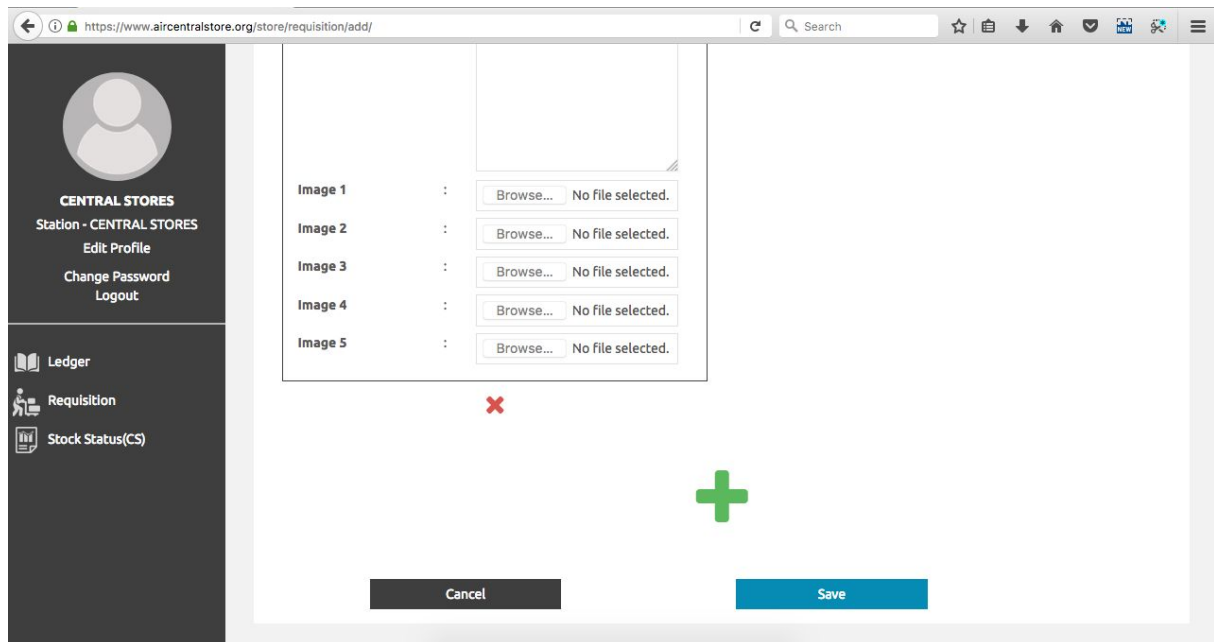
- Ledger: A dropdown menu.
- Item Name: A text input field.
- Quantity Required: A numeric input field.
- Quantity in circuit: A numeric input field.
- Quantity in stock: A numeric input field.
- Quantity failed: A numeric input field.
- Remark: A text area.

Click on “Requisition” from the dashboard. Click on “Add” on the top right corner (as shown in the above screenshot). A form will open up (see below screenshot). Select the Ledger of the item, choose the item you wish to obtain, enter the quantity required and other details and click on “Save”.

### Adding multiple items in a Requisition:

When you create a new requisition, you will find a “Plus (+)” sign at the bottom of the form (see below screenshot).

Clicking on the “+” sign opens up another similar form. Select ledger, item and enter a quantity. You can add maximum of 3 different products in a single requisition. For more products, create a new requisition.



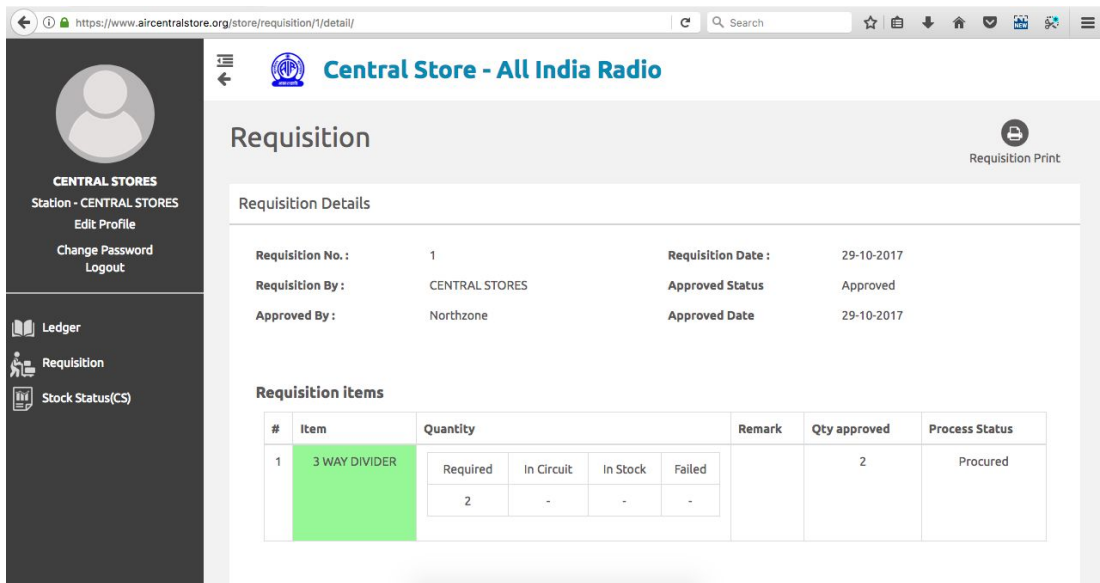
Click on “Save” after adding multiple items in the requisition.

### Editing a Requisition:

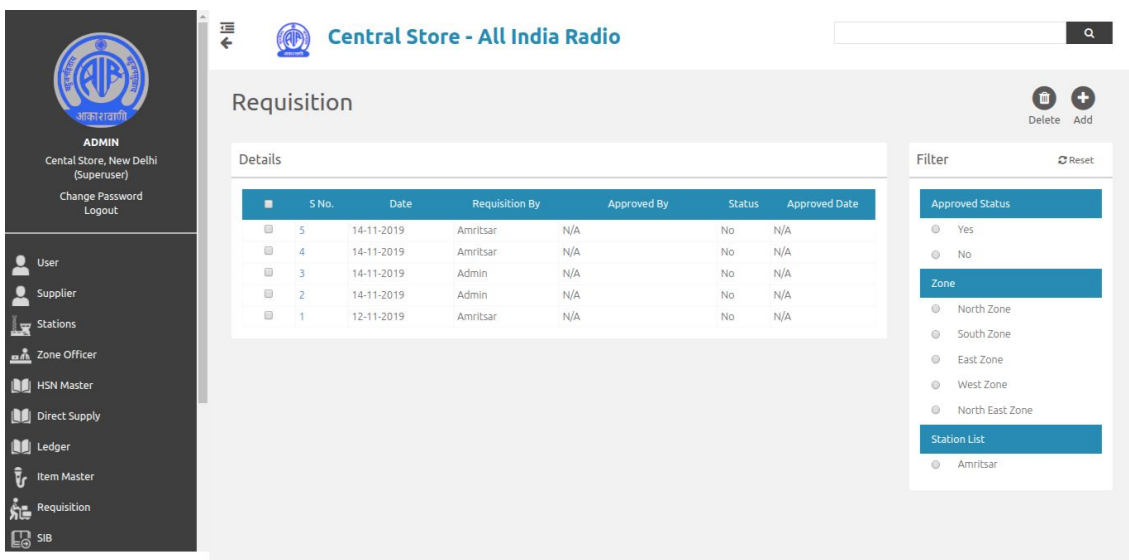
Only SuperAdmin (Central Stores) can edit a requisition that is once created. For further communications contact Central Stores to edit your requisition.

### Checking the Status of a Requisition:

Click on the Requisition that you have created. It will show the details of the requisition- ie. *Approval by Zonal Office*, Status from central stores (whether the item has been *procured/issued or under process*), etc. All the info will be shown in the requisition detailed page (see below screenshot) under the Process Status tab.




How to add an item which is not present in the Central store's Item master:




Click on the "Requisition" from the dashboard. Click on "Add" on the top right corner (as shown in the screenshot).

A form will open up (see below screenshot). Select the "ledger". Enter the "Item name". Enter the "Quantity" required. Add Image (minimum 1) and fill the other details. Click on "save".



**ADMIN**  
Central Store, New Delhi  
(Superuser)  
Change Password  
Logout



**Central Store - All India Radio**

## Requisition


**Add Requisition**

Name of Requisitioning Officer

Designation of Requisitioning Officer

**Requisition item formset**

Ledger	:	<input type="text"/>
Item Name *	:	<input type="text"/>
Quantity Required	:	<input type="text"/>
Quantity in circuit	:	<input type="text"/>
Quantity in stock	:	<input type="text"/>
Quantity failed	:	<input type="text"/>
Remark	:	<input style="height: 40px;" type="text"/>



**ADMIN**  
Central Store, New Delhi  
(Superuser)  
Change Password  
Logout

Quantity approved	:	<input type="text"/>
Image 1	:	<input type="button" value="Choose file"/> No file chosen
Image 2	:	<input type="button" value="Choose file"/> No file chosen
Image 3	:	<input type="button" value="Choose file"/> No file chosen
Image 4	:	<input type="button" value="Choose file"/> No file chosen
Image 5	:	<input type="button" value="Choose file"/> No file chosen

✘
+

Cancel

Approve

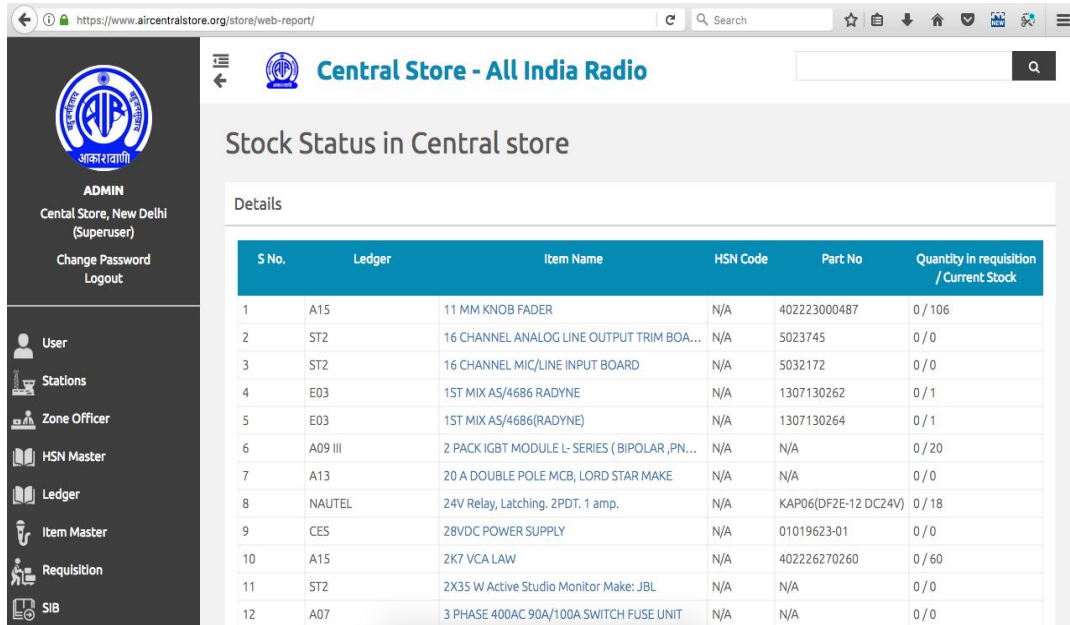


## 5. Stock Status

Dashboard > Stock Status

Click on Stock Status to view the real-time information of Item stock in Central Stores. It shows a list of all the items ledger-wise (see below screenshot).

It also shows if the number of items currently in requisition by other stations and the current stock.



Central Store - All India Radio

### Stock Status in Central store

Details

S No.	Ledger	Item Name	HSN Code	Part No	Quantity in requisition / Current Stock
1	A15	11 MM KNOB FADER	N/A	402223000487	0 / 106
2	ST2	16 CHANNEL ANALOG LINE OUTPUT TRIM BOA...	N/A	5023745	0 / 0
3	ST2	16 CHANNEL MIC/LINE INPUT BOARD	N/A	5032172	0 / 0
4	E03	1ST MIX AS/4686 RADYNE	N/A	1307130262	0 / 1
5	E03	1ST MIX AS/4686(RADYNE)	N/A	1307130264	0 / 1
6	A09 III	2 PACK IGBT MODULE L-SERIES ( BIPOLAR ,PN...	N/A	N/A	0 / 20
7	A13	20 A DOUBLE POLE MCB, LORD STAR MAKE	N/A	N/A	0 / 0
8	NAUTEL	24V Relay, Latching. 2PDT. 1 amp.	N/A	KAP06(DF2E-12 DC24V)	0 / 18
9	CES	28VDC POWER SUPPLY	N/A	01019623-01	0 / 0
10	A15	2K7 VCA LAW	N/A	402226270260	0 / 60
11	ST2	2X35 W Active Studio Monitor Make: JBL	N/A	N/A	0 / 0
12	A07	3 PHASE 400AC 90A/100A SWITCH FUSE UNIT	N/A	N/A	0 / 0

