

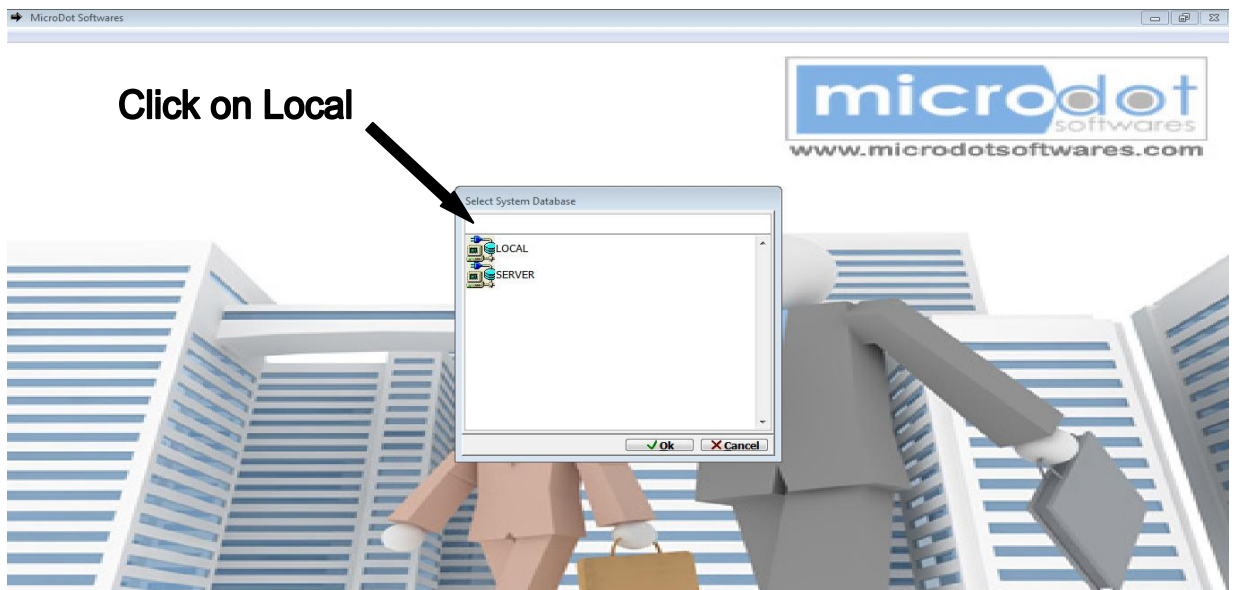
1.



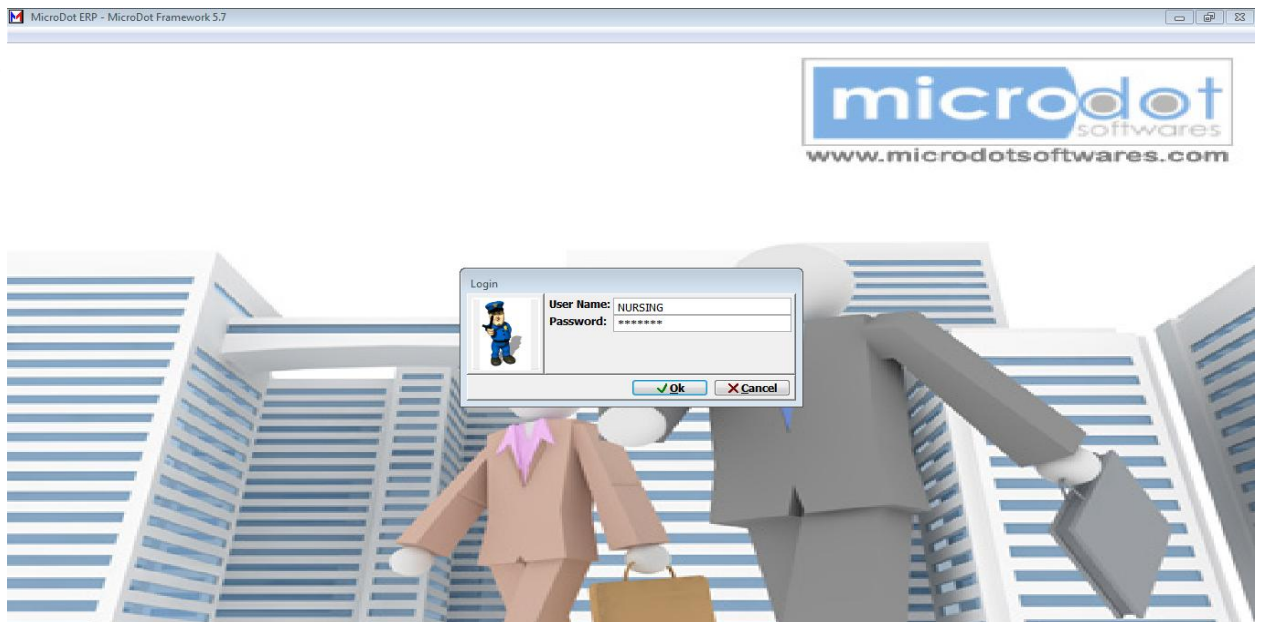
Double click on this Software logo on your Computer Desktop.

2. Open this page >

Click on Local



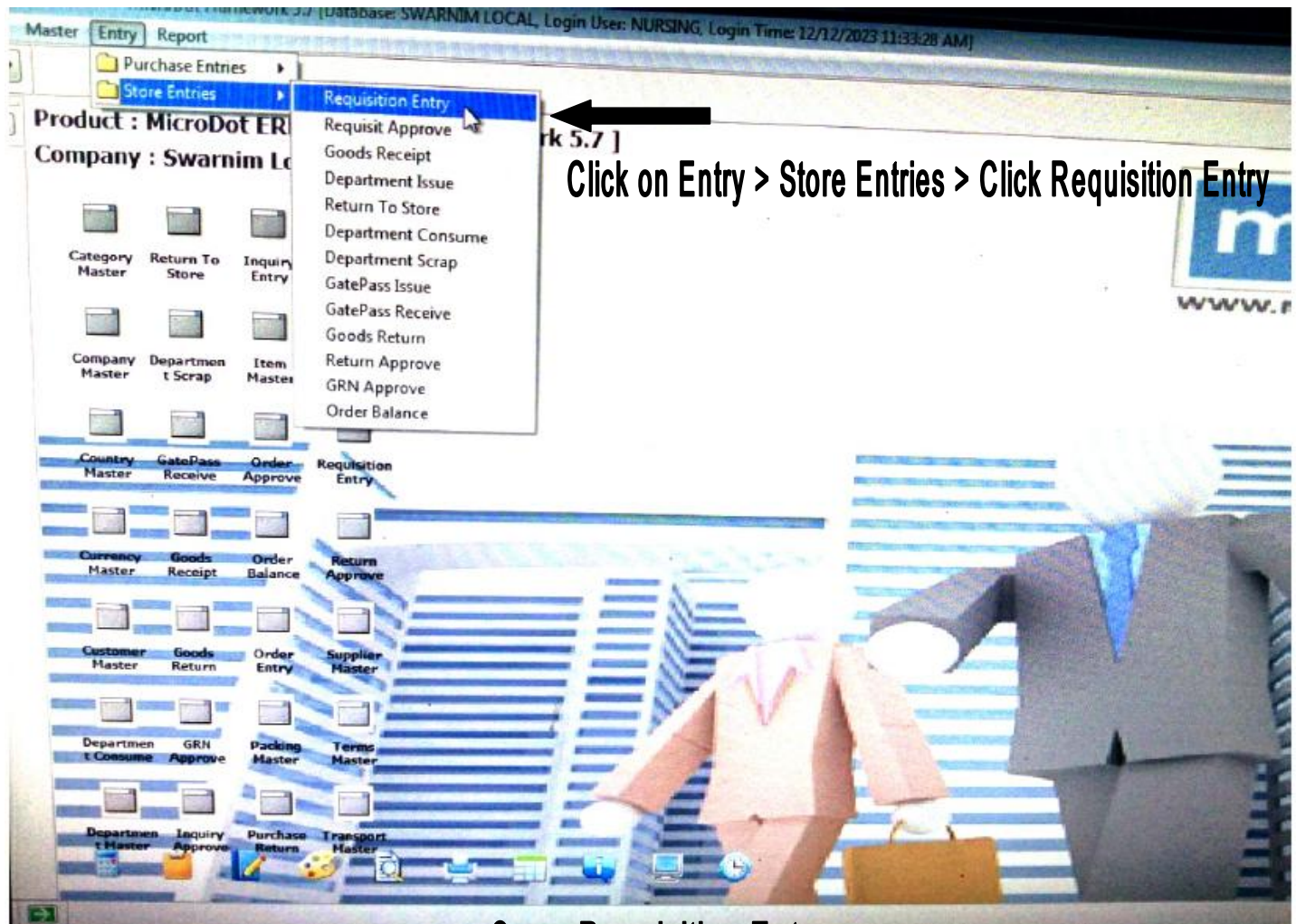
3. Open this Page >



Open this page ↓



1. New Indent Generate Process following all image:-



Open Requisition Entry page

[illegible]

2. How to Process on this page for indent [Department name Search and add]

1. Click on Department Box

2. Open This Page

3. Type your Department Name

The screenshot shows the 'Department' selection dialog box. The main form in the background has fields for 'Request No:', 'Department:', and 'Document:'. The 'Department:' field is highlighted with a red box. An arrow points from this field to the 'Department' dialog box. Inside the dialog, there is a list of departments on the left and a table of department details on the right. The 'Arihant Institute of Nursing' is selected in the list. An arrow points from the selected item in the list to the table. Another arrow points from the table to the 'Ok' button at the bottom right of the dialog. A fourth arrow points from the 'Department' field in the main form to the 'Filter Field' dropdown in the dialog.

Department:

Filter Field: Department Name **Filter Value:**

Selected Value: Arihant Institute of Nursing

Department Name	Manager
Aarihant Homoeopathy College & Hospital	Principal
Aarihant Homoeopathy Hospital	
Account Section	
Administration	Directorate
Admission	Admission HOD
Agriculture Library	Librarian
Arihant Ayurvedic College & Hospital	Principal
Arihant Ayurvedic Hospital	
Arihant General Hospital	Dr. Chandrakant
Arihant Institute of Nursing	Principal
Arihant School Of Pharmacy	
Ayurvedic Library	Librarian
Business Library	Librarian
Center Of Excellence	HOD
Central Store	
Dead Stock and Scrape	
Dr. Jikisha Jain	
Exam Section	
H.O Office	
Health Science Administration	

Total Records: 54

Buttons: New, Open, View, Ok, Cancel

4. Click on your Department name and press 5. OK

6. After filled show like this page

[illegible]

3. How to add Required items on this page

2. Unlock Row

3. Click on row and open this box

4. Type Item name and Search and add item

The screenshot shows the 'Requisition Entry' form. At the top, there are buttons for 'Save', 'Undo', 'Delete', 'Find', 'Print', 'Other', and 'Exit'. Below these are fields for 'Request No:', 'Department:', and 'Document:'. The 'Request No.' field contains '0224/23-24' and the 'Department' field contains 'Arihant Institute of Nursing'. A table with columns 'Item Name', 'Detail', 'Unit', and 'Quantity' is visible. An arrow points to the 'Add' button at the bottom left. Another arrow points to the 'Item Name' search dialog box, which is open and shows a list of items: 'A4 Size Envelope', 'A4 Size Paper', 'A4 Size Plastic Folder', and 'A4 Size Sticker Sheet'. The 'Filter Field' is set to 'Item Name' and the 'Filter Value' is 'A4'. The 'Total Records' are 4390. The 'Add' button is highlighted with a green checkmark.

Item Name	Detail	Unit	Quantity
A4 Size Envelope			
A4 Size Paper			
A4 Size Plastic Folder			
A4 Size Sticker Sheet			

Item Name	Item Alias	Code
A4 Size Envelope	A4 Size Envelope	4817
A4 Size Paper		48025790
A4 Size Plastic Folder		3926101
A4 Size Sticker Sheet		58451

1. First Click on add and unlock Row

5. Add Required Qty

6. See your last time indent date and qty.

The screenshot shows the 'Requisition Entry' form. At the top, there are buttons for 'Save', 'Undo', 'Delete', 'Find', 'Print', 'Other', and 'Exit'. Below these are fields for 'Request No:', 'Department:', 'Document:', 'Request Date:', 'Person:', and 'Remark:'. The 'Request No.' field contains '0224/23-24' and the 'Department' field contains 'Arihant Institute of Nursing'. The 'Request Date' field contains '12/12/2023 12:00:00' and the 'Person' field contains 'MR. AMIT VYAS'. The 'Remark' field contains 'for office use and exam use'. A table with columns 'Item Name', 'Detail', 'Unit', 'Quantity', 'Remark', 'Reason', 'Last Purchase Date', 'Last Purchase Qty', 'Closing Stock', and 'Cancel' is visible. An arrow points to the 'Add' button at the bottom left. Another arrow points to the 'Quantity' field in the table, which contains '10.00'. A third arrow points to the 'Last Purchase Date' field, which contains '11/10/2023 12:00:00'.

Item Name	Detail	Unit	Quantity	Remark	Reason	Last Purchase Date	Last Purchase Qty	Closing Stock	Cancel
A4 Size Paper		Pkt	10.00			11/10/2023 12:00:00	2.00	0.00	Y/N

4. Same Process add Required other stationary Items

5. All add items record data insert in Document box (Note*all items record data make a single PDF file)

3. Click on for Print your Indent copy.

1. Click on Document Box for add Record data file of PDF file.
WHERE SAVE IN YOUR COMPUTER .

MicroDot ERP - MicroDot Framework 5.7 [Database: SWARNIM LOCAL, Login User: NURSING, Login Time: 12/09/2023 11:33:28 AM]

File Master Entry Report

Requisition Entry

New Edit Delete Find Print Other Exit

Search for Finding Existing Records:
0164/23-24 List

Request No: 0164/23-24
Department: Arihant Institute of Nursing
Document: \\172.16.5.11\swarnim\Files\PN0X1Z0D\NEW DOC 09-16-2023 ...

Request Date: 15/09/2023 12:00:00
Person: MR. AMIT VYAS
Remark: Admin : For Office Work And Inspection Work

Item Name	Detail	Unit	Quantity	Remark	Reason	Last Purchase Date	Last Purchase Qty	Closing Stock	Cancel
A4 Size Paper		Pkt	2.00			22/08/2023 12:00:00	2.00	0.00	Y/N
Student Attendance Register		NOS	15.00			01/06/2023 12:00:00	30.00	0.00	Y/N
Ball Pen	BULE	NOS	24.00	Blue		01/07/2023 12:00:00	20.00	0.00	Y/N
Ball Pen	RED	NOS	20.00	Red		01/07/2023 12:00:00	20.00	0.00	Y/N
White Board Marker Blue		NOS	8.00			31/05/2023 12:00:00	8.00	0.00	Y/N
White Board Marker Black		NOS	8.00			31/05/2023 12:00:00	8.00	0.00	Y/N
Whiteboard Marker Ink	BLACK	NOS	8.00	Black		31/05/2023 12:00:00	10.00	0.00	Y/N
Simple Register 3 Quire		NOS	20.00			21/03/2023 12:00:00	30.00	0.00	Y/N
Cello Tape 3" Inch		NOS	3.00			01/07/2023 12:00:00	2.00	0.00	Y/N
Spring File		NOS	25.00			/ / : : AM	0.00	0.00	Y/N
Box File		NOS	5.00			21/03/2023 12:00:00	10.00	0.00	Y/N
Stamp Pad Ink		NOS	1.00			21/03/2023 12:00:00	1.00	0.00	Y/N
Highlighter Pens		NOS	4.00			21/03/2023 12:00:00	3.00	0.00	Y/N
A4 Size Plastic Folder		NOS	10.00			21/03/2023 12:00:00	50.00	0.00	Y/N
Faculty Attendance Register		NOS	5.00			27/04/2023 12:00:00	5.00	0.00	Y/N
Pendle		NOS	5.00			16/12/2022 12:00:00	10.00	0.00	Y/N

Add Remove

Request Show Stock For: Show Doc. View

Click on this after save view all insert save record data

5. Insert Record data file then Click on SAVE then complet your Indent Process

6. Your indent Process checked approval statement

1. Example of Indnet Copy (print)

2. Remember Your Indent No.

SWARNIM UNIVERSITY							Request No. : 0164/23-24
CAMPUS Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj							Date : 15/09/2023
REQUISITION SLIP							Department Arihant Institute of Nursing
Sr. No.	Item	Unit	Required Qty.	Last Issue Date	Last Issue Qty	CL Stock	Remarks (If any)
1	A4 Size Paper	Pkt	2.00	22/08/2023	2.00	0.00	Admin : For Office Work And Inspection Work Principal : Ok Approval Its Urgent In Inspection Work ACD DIRECTOR: OK APPROVAL REGISTRAR: RECOMMENDED ADM DIRECTOR: Ok Approval PROVOST: Ok Approval
2	Student Attendance Register	NOS	15.00	01/06/2023	30.00	0.00	
3	Ball Pen BLUE	NOS	24.00	01/07/2023	20.00	0.00	
4	Ball Pen RED	NOS	20.00	01/07/2023	20.00	0.00	
5	White Board Marker Blue	NOS	8.00	31/05/2023	8.00	0.00	
6	White Board Marker Black	NOS	8.00	31/05/2023	8.00	0.00	
7	Whiteboard Marker Ink BLACK	NOS	8.00	31/05/2023	10.00	0.00	
8	Simple Register 3 Quire	NOS	20.00	21/03/2023	30.00	0.00	
For SWARNIM UNIVERSITY							
Prepared by NURSING 16/09/2023 04:37:04 PRINCIPAL 20/09/2023 03:59:35 ACDDIRECTOR 22/09/2023 03:45:46 REGISTRAR 29/09/2023 12:58:25 PM ADMDIRECTOR 29/09/2023 01:00:57 PROVOST 06/10/2023 02:20:03 VP 11/10/2023 12:52:45 PRESIDENT							

3. Print your indent and look here for indent process cycle. show last approved person name last is President. then your materials will arrive.