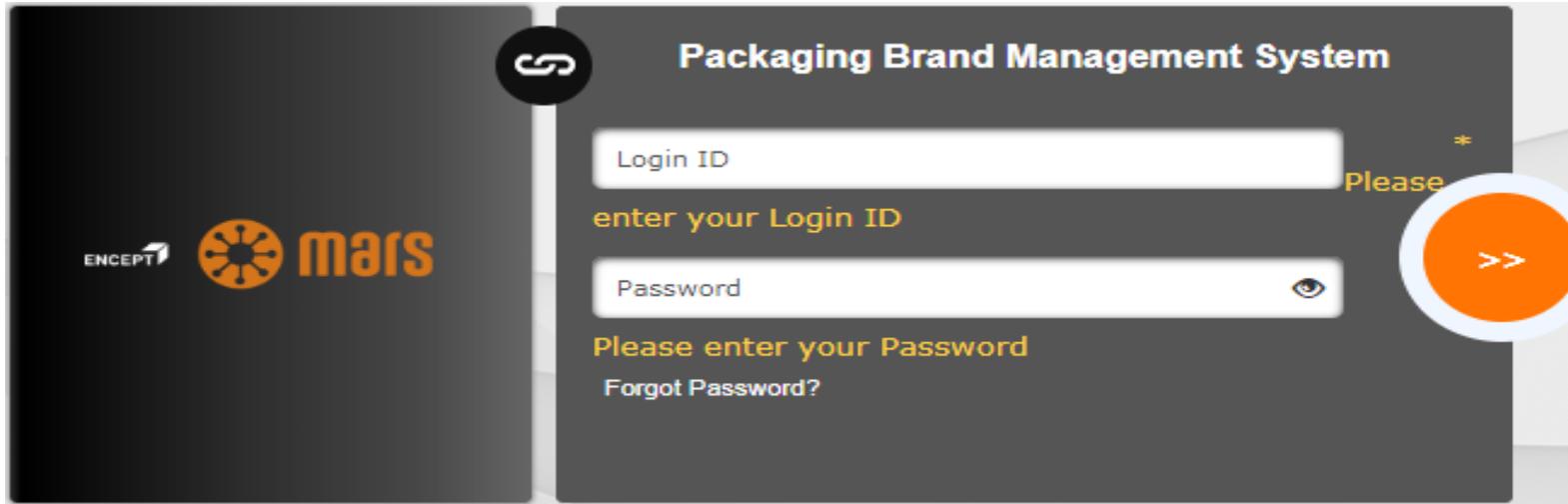




**PACKAGING  
BRAND MANAGEMENT SYSTEM  
ADMIN MANUAL**

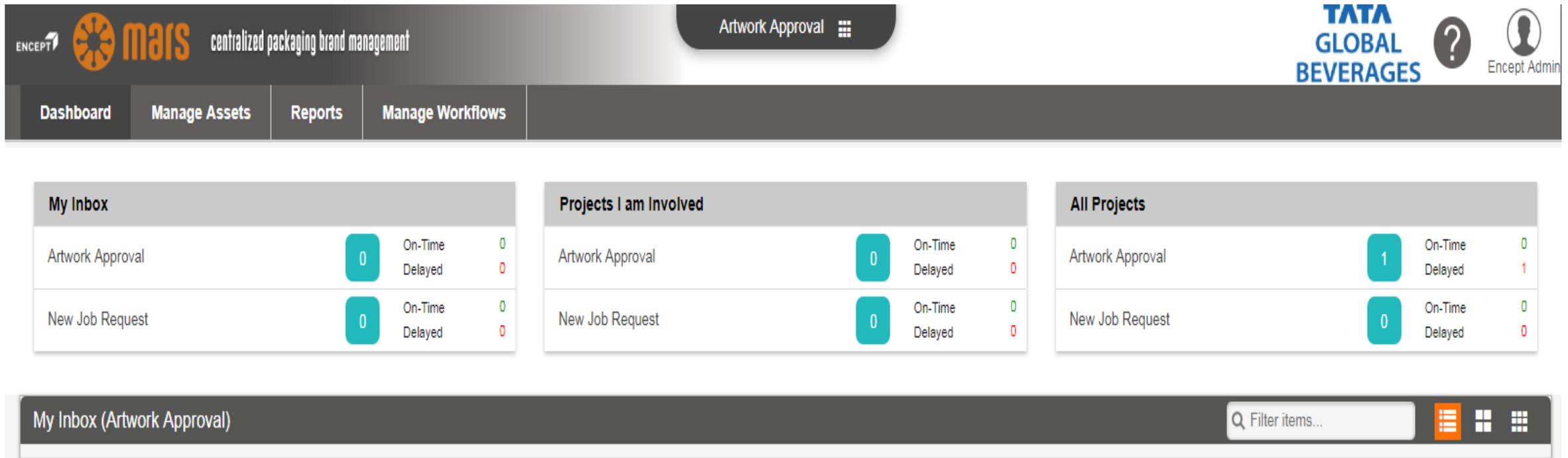
## LOGIN TO THE APPLICATION

- Enter the required URL In the browser tab and the following Login Screen will appear.



- Please enter **LOGIN ID** and **PASSWORD** in respective fields.
- You will get a reset link in your mail to reset the password, if you click Forgot Password. (**Every time after adding new user in the user list, password need to be set using Forgot Password Link**).
- Click on  login icon to login the application.

- Once the user logged in below screen will appear.



ENCEPT  centralized packaging brand management

Artwork Approval 

TATA GLOBAL BEVERAGES   Except Admin

Dashboard Manage Assets Reports Manage Workflows

My Inbox			
Artwork Approval	0	On-Time	0
		Delayed	0
New Job Request	0	On-Time	0
		Delayed	0

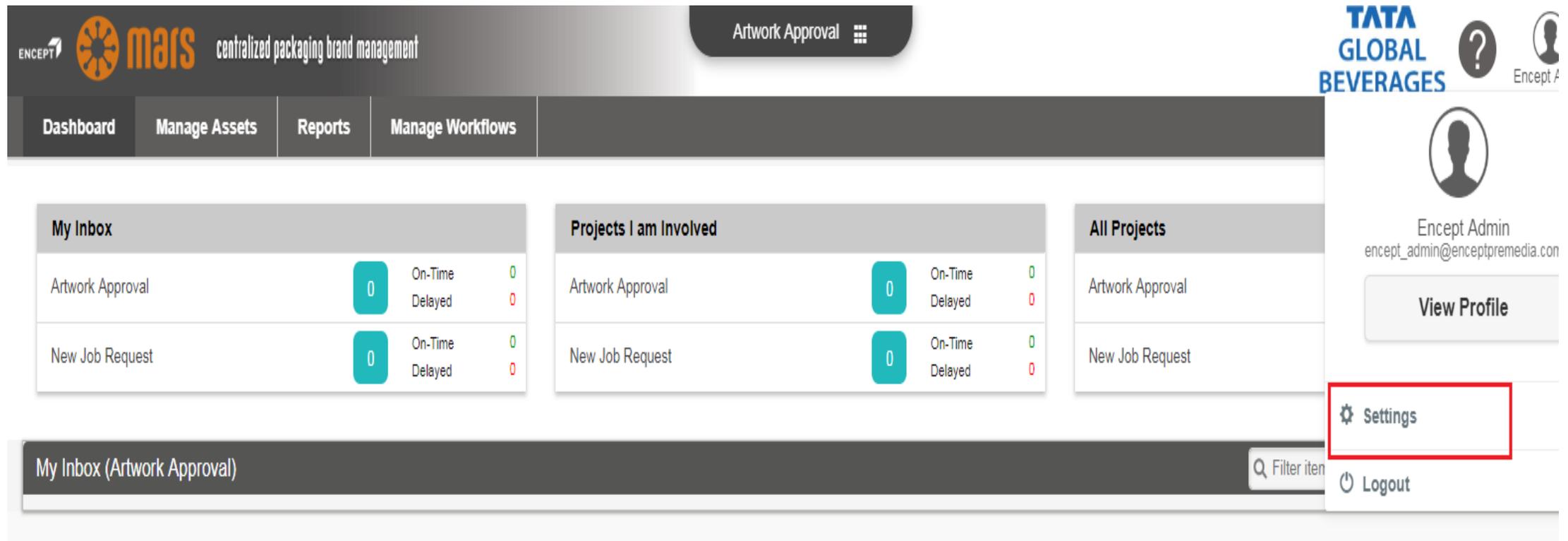
Projects I am Involved			
Artwork Approval	0	On-Time	0
		Delayed	0
New Job Request	0	On-Time	0
		Delayed	0

All Projects			
Artwork Approval	1	On-Time	0
		Delayed	1
New Job Request	0	On-Time	0
		Delayed	0

My Inbox (Artwork Approval)    



- Click the user profile and then click the Settings link as shown below.



The screenshot displays the 'Manage Artworks' dashboard for 'TATA GLOBAL BEVERAGES'. The user is 'Encept Admin' (encept\_admin@enceptpremedia.com). The dashboard includes sections for 'My Inbox', 'Projects I am Involved', and 'All Projects'. The 'My Inbox' section shows 0 Artwork Approval and 0 New Job Request items, all with 0 On-Time and 0 Delayed items. The 'Projects I am Involved' and 'All Projects' sections also show 0 items for both Artwork Approval and New Job Request. The user profile dropdown menu is open, showing options for 'View Profile', 'Settings' (highlighted with a red box), and 'Logout'. The 'Settings' link is highlighted with a red box.

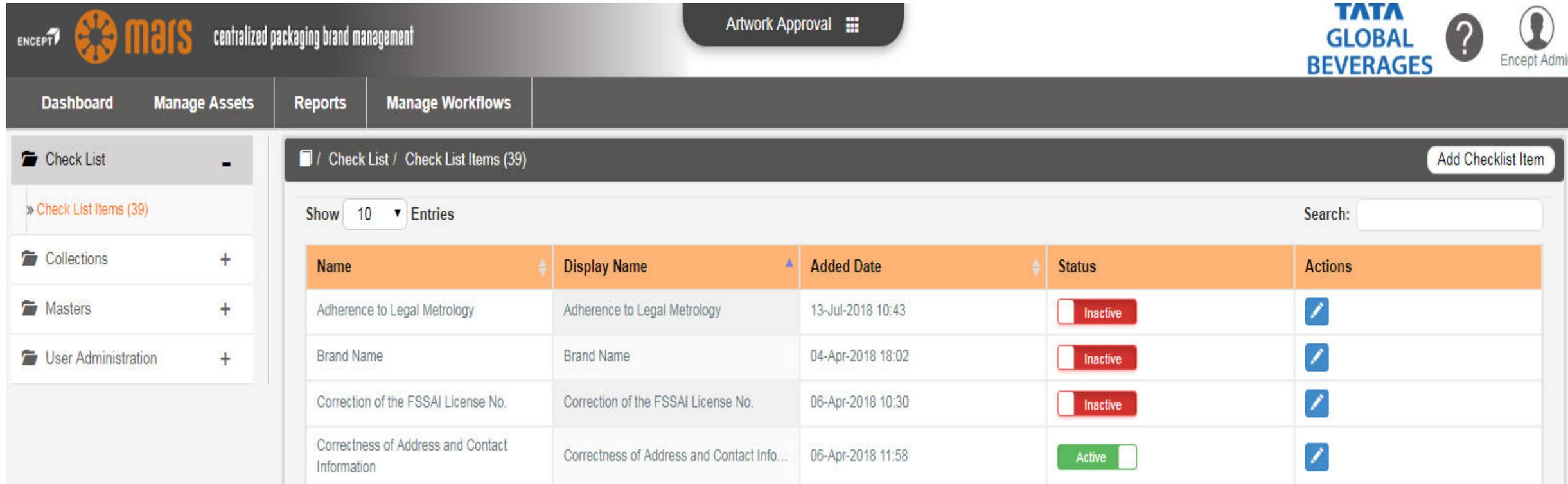
Category	Count	On-Time	Delayed
Artwork Approval	0	0	0
New Job Request	0	0	0

Category	Count	On-Time	Delayed
Artwork Approval	0	0	0
New Job Request	0	0	0

Category	Count	On-Time	Delayed
Artwork Approval	0	0	0
New Job Request	0	0	0



- Once the user clicks **Settings** and the below shown Settings page appears.



The screenshot shows the 'Manage Artworks' interface. At the top, there is a header with the 'mars' logo and 'centralized packaging brand management' text. A navigation bar includes 'Dashboard', 'Manage Assets', 'Reports', and 'Manage Workflows'. The 'Manage Assets' section is expanded to show 'Check List' and 'Check List Items (39)'. The main content area displays a table of checklist items with columns for Name, Display Name, Added Date, Status, and Actions.

Artwork Approval

TATA GLOBAL BEVERAGES

Encept Admin

Dashboard Manage Assets Reports Manage Workflows

Check List -

» Check List Items (39)

Collections +

Masters +

User Administration +

Check List / Check List Items (39) Add Checklist Item

Show 10 Entries Search:

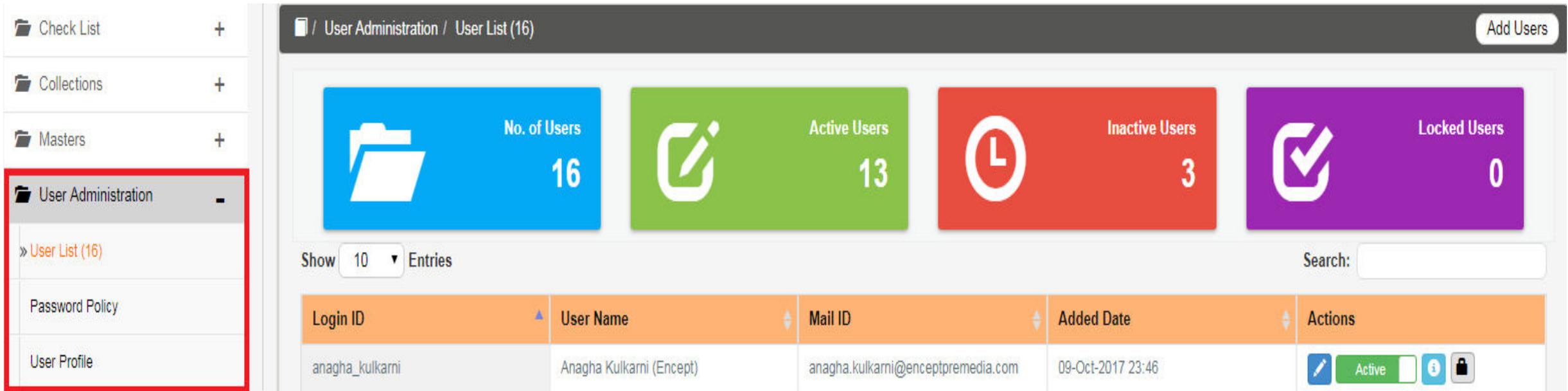
Name	Display Name	Added Date	Status	Actions
Adherence to Legal Metrology	Adherence to Legal Metrology	13-Jul-2018 10:43	Inactive	
Brand Name	Brand Name	04-Apr-2018 18:02	Inactive	
Correction of the FSSAI License No.	Correction of the FSSAI License No.	06-Apr-2018 10:30	Inactive	
Correctness of Address and Contact Information	Correctness of Address and Contact Info...	06-Apr-2018 11:58	Active	



# USER ADMINISTRATION

- Click on the **User Administration** option you will see three options are available under **User Administration**.

(1) User List (2) Password Policy (3) User Profile



The screenshot displays the 'User Administration' interface. On the left is a sidebar menu with options: Check List, Collections, Masters, User Administration (highlighted with a red box), User List (16), Password Policy, and User Profile. The main content area shows a breadcrumb 'User Administration / User List (16)' and an 'Add Users' button. Below this are four summary cards: 'No. of Users' (16), 'Active Users' (13), 'Inactive Users' (3), and 'Locked Users' (0). A 'Show 10 Entries' dropdown and a search bar are also present. At the bottom is a table with columns: Login ID, User Name, Mail ID, Added Date, and Actions.

Login ID	User Name	Mail ID	Added Date	Actions
anagha_kulkarni	Anagha Kulkarni (Encept)	anagha.kulkarni@enceptpremedia.com	09-Oct-2017 23:46	 Active  



# USER LIST

- Click on the User List option shown below.

- Check List +
- Collections +
- Masters +
- User Administration -
- » User List (16) ←
- Password Policy
- User Profile

/ User Administration / User List (16)
Add Users



**No. of Users**  
**16**



**Active Users**  
**13**



**Inactive Users**  
**3**



**Locked Users**  
**0**

Show  Entries Search:

Login ID	User Name	Mail ID	Added Date	Actions
anagha_kulkarni	Anagha Kulkarni (Encept)	anagha.kulkarni@enceptpremedia.com	09-Oct-2017 23:46	 <span style="margin-left: 5px;">Active <input type="checkbox"/></span> <span style="margin-left: 5px;"></span> <span style="margin-left: 5px;"></span>
anchal_sachdev	Anchal Sachdev (Brand)	anchal.sachdev@nomail.com	13-Jul-2018 10:33	 <span style="margin-left: 5px;">Active <input type="checkbox"/></span> <span style="margin-left: 5px;"></span> <span style="margin-left: 5px;"></span>
ankur_gupta	Ankur Gupta (Brand)	ankurgupta@enceptpremedia.com	30-May-2018 19:41	 <span style="margin-left: 5px;">Active <input type="checkbox"/></span> <span style="margin-left: 5px;"></span> <span style="margin-left: 5px;"></span>
arindham_ghosh	Arindham Ghosh (Packaging)	arindhamghosh@nomail.com	13-Jul-2018 10:32	 <span style="margin-left: 5px;">Active <input type="checkbox"/></span> <span style="margin-left: 5px;"></span> <span style="margin-left: 5px;"></span>



# SEARCH

Dashboard Manage Assets Reports Manage Workflows

- Check List -
- » Check List Items (39)
- Collections +
- Masters +
- User Administration +

Check List / Check List Items (39)
Add Checklist Item

Show 10 Entries
Search:

Name	Display Name	Added Date	Status	Actions
Adherence to Legal Metrology	Adherence to Legal Metrology	13-Jul-2018 10:43	<input type="checkbox"/> Inactive	
Brand Name	Brand Name	04-Apr-2018 18:02	<input type="checkbox"/> Inactive	
Correction of the FSSAI License No.	Correction of the FSSAI License No.	06-Apr-2018 10:30	<input type="checkbox"/> Inactive	
Correctness of Address and Contact Information	Correctness of Address and Contact Info...	06-Apr-2018 11:58	<input checked="" type="checkbox"/> Active	
Correctness of Alcohol Content	Correctness of Alcohol Content	13-Jul-2018 10:44	<input type="checkbox"/> Inactive	
Correctness of Artwork Type	Correctness of Artwork Type	13-Jul-2018 10:38	<input type="checkbox"/> Inactive	
Correctness of Barcode	Correctness of Barcode	05-Apr-2018 09:30	<input type="checkbox"/> Inactive	

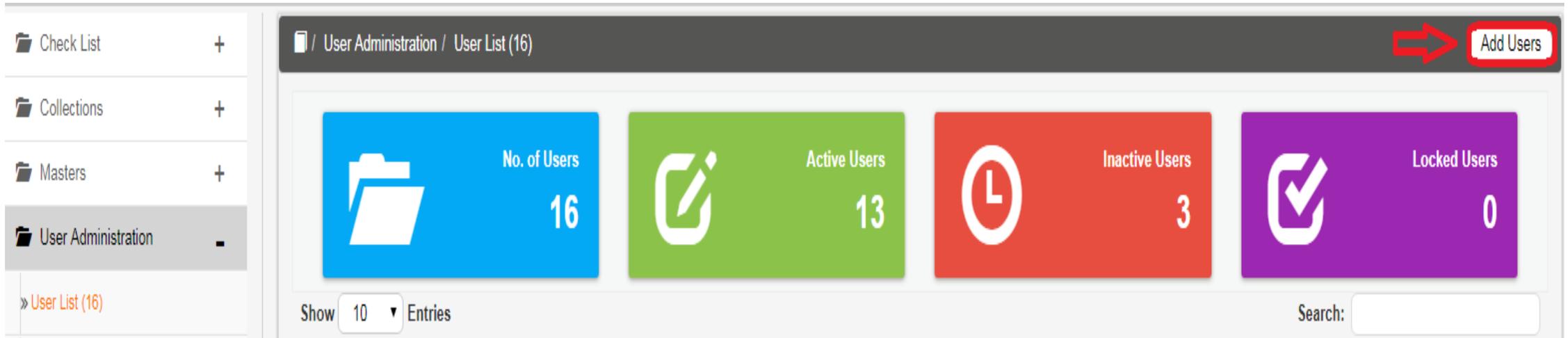
- In the Search option User can search any user in the existing user list. If the user does not exists then he/she can Add the user mentioned below.



# Features of User List

## (1) ADD USER

- User has the option to add new user to the existing list by doing the following steps.

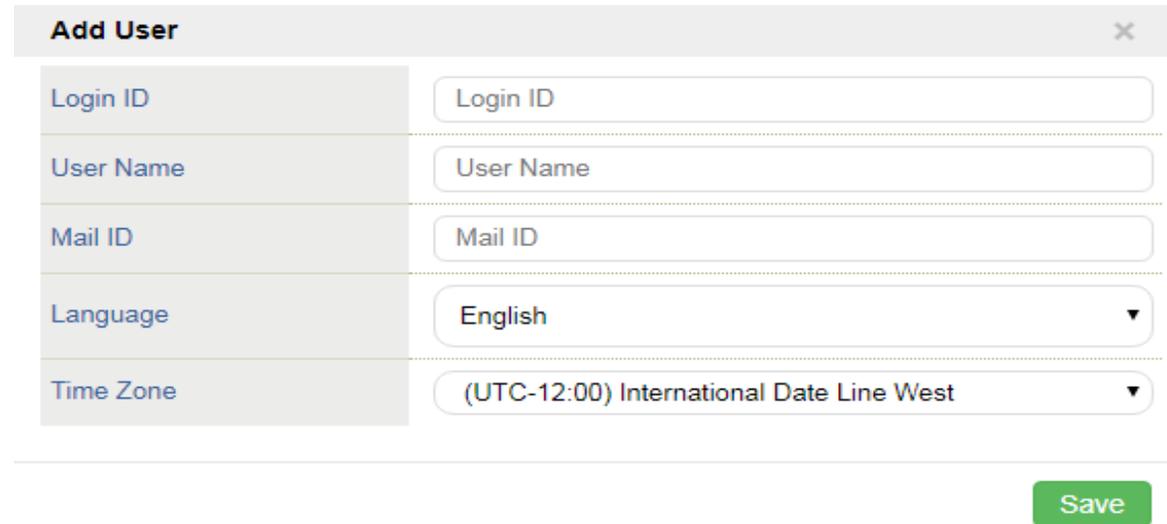


The screenshot displays the 'User Administration / User List (16)' interface. On the left, a sidebar menu includes 'Check List', 'Collections', 'Masters', 'User Administration', and 'User List (16)'. The main content area features a breadcrumb trail, a red 'Add Users' button, and four summary cards: 'No. of Users' (16), 'Active Users' (13), 'Inactive Users' (3), and 'Locked Users' (0). Below these cards, there is a 'Show 10 Entries' dropdown and a search input field.

Category	Count
No. of Users	16
Active Users	13
Inactive Users	3
Locked Users	0



- Once the user clicks the **ADD USERS** option a pop up screen appears below.

A screenshot of a web application's 'Add User' pop-up form. The form has a title bar with 'Add User' and a close button (X). It contains five input fields: 'Login ID', 'User Name', 'Mail ID', 'Language', and 'Time Zone'. The 'Language' field is a dropdown menu currently showing 'English'. The 'Time Zone' field is a dropdown menu currently showing '(UTC-12:00) International Date Line West'. A green 'Save' button is located at the bottom right of the form.

Field	Value
Login ID	Login ID
User Name	User Name
Mail ID	Mail ID
Language	English
Time Zone	(UTC-12:00) International Date Line West

### in the Add Users Screen

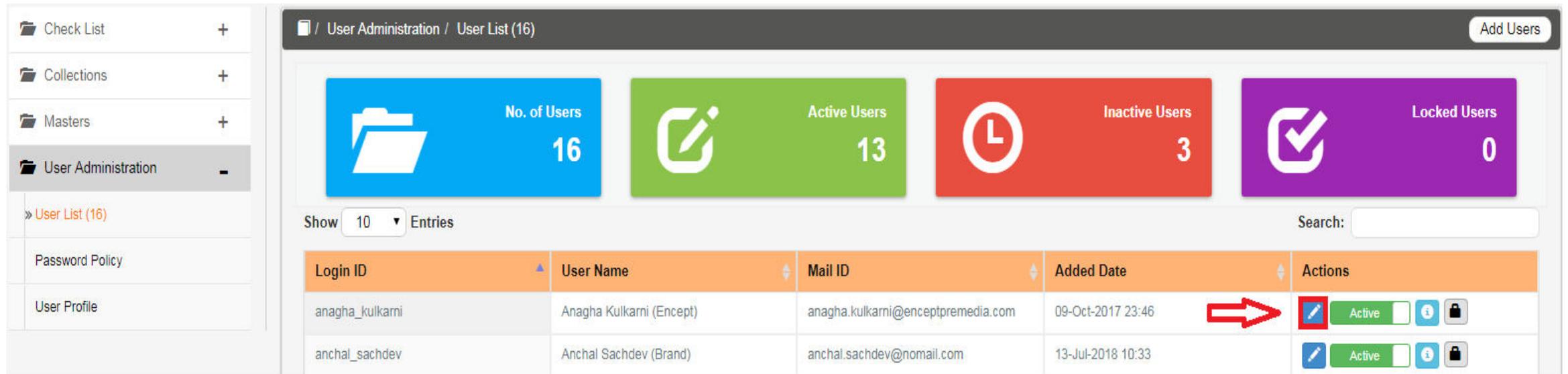
- Enter the required **Login ID**. (**Login ID** should be unique).
- Enter the required **User Name**.
- Enter the **Mail ID** (**Maid ID** should be unique).
- Select the appropriate language from the **Language** drop down list.
- Select the appropriate Time Zone from the **Time Zone** drop down list.
- Click on the **Save** button to save the added user.



# EDIT USER

- User has the option to edit the existing user list for updates.
- To edit do the following.

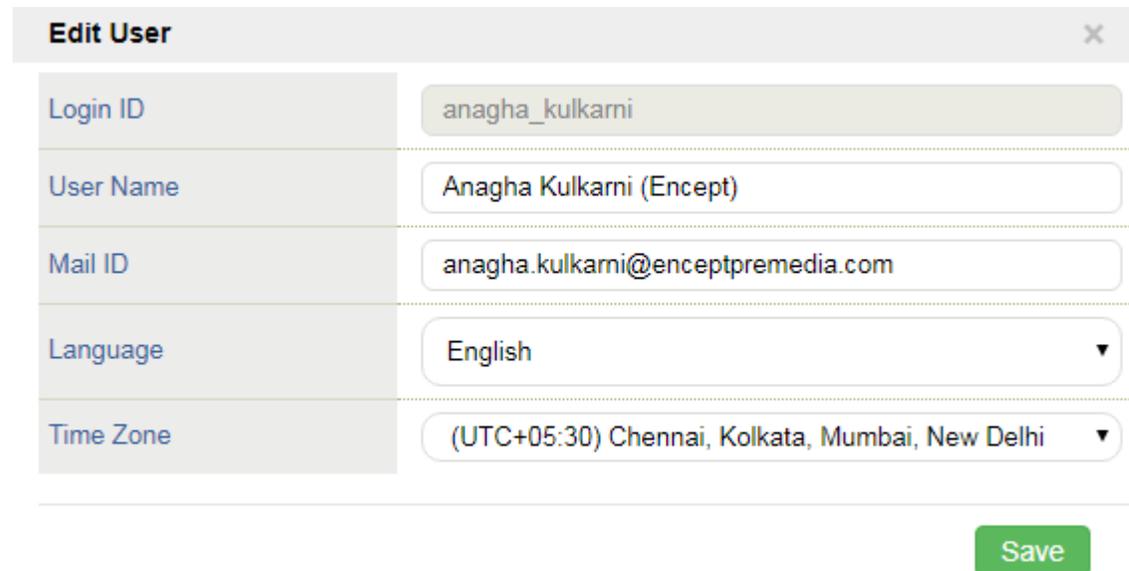
(1) Click on the edit icon  shown below.



The screenshot displays the 'User Administration / User List (16)' interface. It features a sidebar on the left with navigation options: Check List, Collections, Masters, User Administration (expanded), User List (16), Password Policy, and User Profile. The main content area shows a summary of user statistics: No. of Users (16), Active Users (13), Inactive Users (3), and Locked Users (0). Below this is a table with columns for Login ID, User Name, Mail ID, Added Date, and Actions. The first row of the table is for user 'anagha\_kulkarni'. A red arrow points to the edit icon (a pencil) in the Actions column for this user.

Login ID	User Name	Mail ID	Added Date	Actions
anagha_kulkarni	Anagha Kulkarni (Encept)	anagha.kulkarni@enceptpremedia.com	09-Oct-2017 23:46	 Active <input type="checkbox"/>  
anchal_sachdev	Anchal Sachdev (Brand)	anchal.sachdev@nomail.com	13-Jul-2018 10:33	 Active <input type="checkbox"/>  

- Once the user clicks  the pop up appears as shown below.



The screenshot shows a modal window titled "Edit User" with a close button (X) in the top right corner. The form contains five fields:

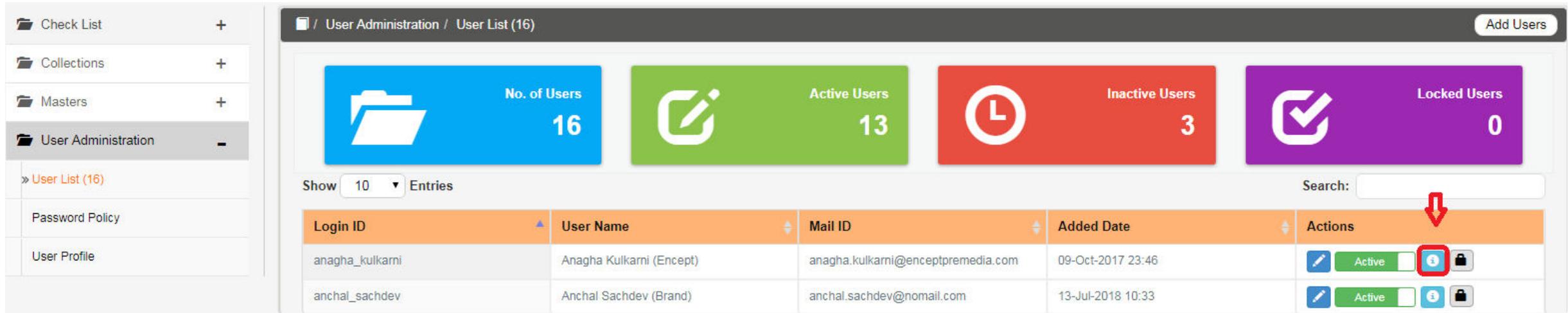
Login ID	anagha_kulkarni
User Name	Anagha Kulkarni (Encept)
Mail ID	anagha.kulkarni@enceptpremedia.com
Language	English
Time Zone	(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

At the bottom right of the form is a green "Save" button.

- In the Edit User Screen
  - User can edit **User Name, Mail ID** from the respective text boxes.
  - User can change the Language, Time Zone from the **Language, Time Zone** drop down list.
  - Click  icon button to save the edited user details.

# USER DETAILS

- (1) Click  this user details icon shown in the image shown below.



The screenshot displays the 'User Administration / User List (16)' interface. It features a sidebar on the left with navigation options: Check List, Collections, Masters, User Administration (expanded), User List (16), Password Policy, and User Profile. The main content area shows four summary cards: No. of Users (16), Active Users (13), Inactive Users (3), and Locked Users (0). Below these is a table with columns: Login ID, User Name, Mail ID, Added Date, and Actions. The Actions column for the first user, 'anagha\_kulkarni', contains a blue pencil icon, a green 'Active' button, a blue user details icon (circled in red with a red arrow pointing to it), and a grey lock icon. The second user, 'anchal\_sachdev', also has a blue pencil icon, a green 'Active' button, a blue user details icon, and a grey lock icon.

Login ID	User Name	Mail ID	Added Date	Actions
anagha_kulkarni	Anagha Kulkarni (Encept)	anagha.kulkarni@enceptpremedia.com	09-Oct-2017 23:46	 <span>Active</span>  
anchal_sachdev	Anchal Sachdev (Brand)	anchal.sachdev@nomail.com	13-Jul-2018 10:33	 <span>Active</span>  

- (2) After clicking User details icon  a pop screen will appear shown below.

User Details ×



Active

Login ID	anchal_sachdev
User Name	Anchal Sachdev (Brand)
Mail ID	anchal.sachdev@nomail.com
Language	English
Time Zone	(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

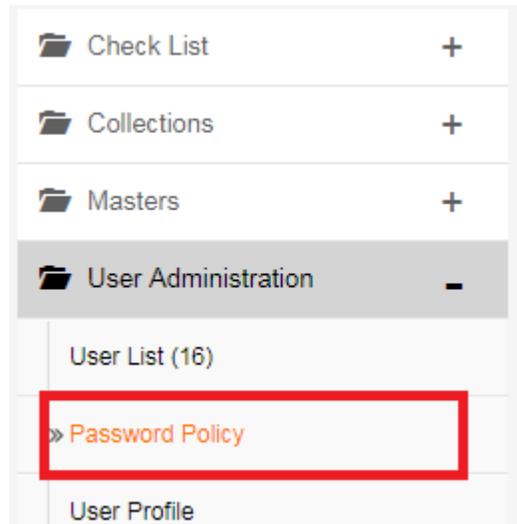
(3) On the User Details Screen,

- User details like **Login ID**, **User Name**, **Mail ID**, **Language**, **Time Zone** will be displayed.
- User can also view the user is **Active** or **Inactive**.



## PASSWORD POLICY

- Click on the **Password Policy** option available on the left side of the **USER ADMINISTRATOR** image shown below



- After clicking the **Password Policy** option following screen will appear which is shown below.



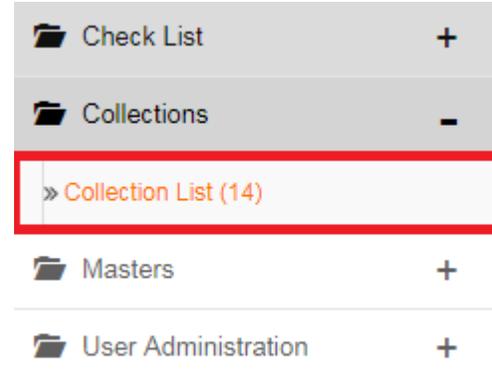
🏠 / User Administration / Password Policy

User password expires in	Never Expires
Password History	No Limits
Minimum password length	9 characters
Password complexity	<input checked="" type="checkbox"/> Alpha Numeric <input checked="" type="checkbox"/> Atleast One Special Character <input checked="" type="checkbox"/> Atleast One UpperCase
Incorrect Password Attempts	4
Password Reset Attempts	3
	<input type="button" value="Save"/>

- User Password expires: It should be **Never Expires** by default.
- If required User can change the **Incorrect Password Attempts** and **Password Reset Attempts**.

# COLLECTIONS

1. Click on the **Collection List** option under the **COLLECTIONS** tab.



2. Once the Collection List is clicked, on the right hand side Collection List Screen will appear.



# SEARCH

- In the Search option User can search if Collection name is existing. If the Collection name does not exist then the user can Add the Collection name mentioned below.

🏠 / Collections / Collection List (14) Add Collection List

Show 10 Entries Search:

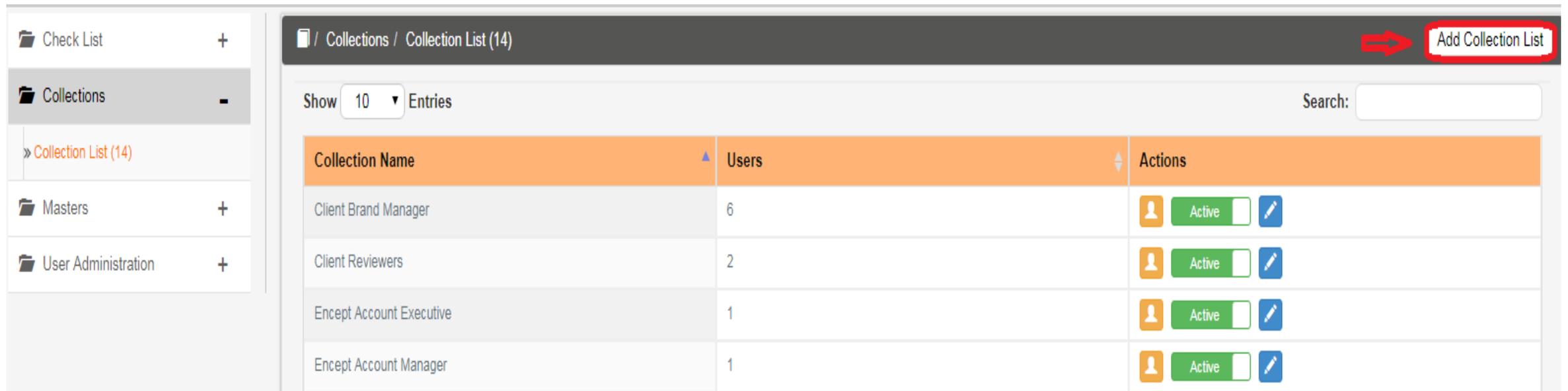
Collection Name	Users	Actions
Client Brand Manager	6	 <span>Active <input type="checkbox"/></span> 
Client Reviewers	2	 <span>Active <input type="checkbox"/></span> 
Encept Account Executive	1	 <span>Active <input type="checkbox"/></span> 
Encept Account Manager	1	 <span>Active <input type="checkbox"/></span> 
everyone	44	 <span>Active <input type="checkbox"/></span> 



## Add Collection List

To add collection list do the following.

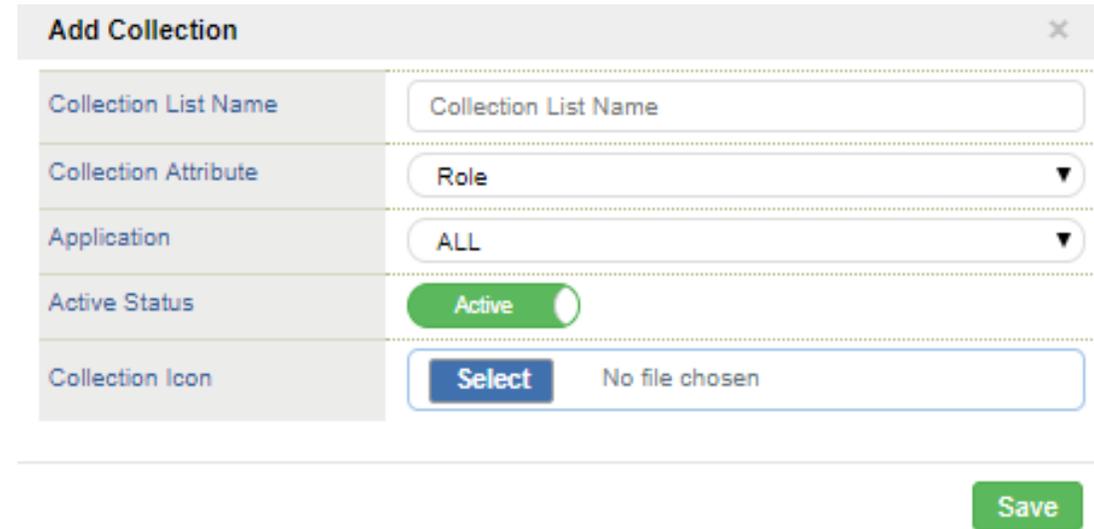
3. Click on the **Add Collections** option which is shown below.



The screenshot shows the 'Collections / Collection List (14)' page. On the left sidebar, the 'Collections' menu is expanded, and 'Collection List (14)' is selected. The main content area displays a table with columns for 'Collection Name', 'Users', and 'Actions'. The 'Add Collection List' button is highlighted with a red box and a red arrow pointing to it.

Collection Name	Users	Actions
Client Brand Manager	6	 <span>Active</span> 
Client Reviewers	2	 <span>Active</span> 
Except Account Executive	1	 <span>Active</span> 
Except Account Manager	1	 <span>Active</span> 

4. Once the user clicks **Add Collection List** option, a pop up screen will appear as shown below.



The screenshot shows a 'Add Collection' pop-up window with the following fields and controls:

- Collection List Name:** A text input field containing the placeholder text 'Collection List Name'.
- Collection Attribute:** A dropdown menu with 'Role' selected.
- Application:** A dropdown menu with 'ALL' selected.
- Active Status:** A toggle switch currently set to 'Active'.
- Collection Icon:** A file selection area with a 'Select' button and the text 'No file chosen'.

A green 'Save' button is located at the bottom right of the form.

5. On the Add Screen,

- Enter the required Collection Name i.e Role Name in the **Collection List Name** text box.
- Select the required Collection Attribute from the **Collection Attribute** drop down as **Role** by default.

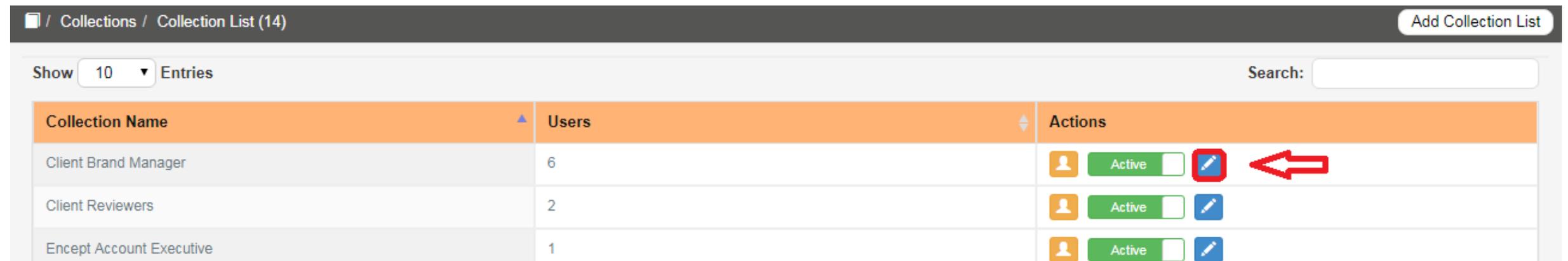


- Click the required Status in the **Active Status** drop down.
- Click **Save** to save the collection list details.

## Edit Collection List

To edit do the following:

6. Click  Edit icon to edit the Collection List in the image shown below.



/ Collections / Collection List (14) Add Collection List

Show 10 Entries Search:

Collection Name	Users	Actions
Client Brand Manager	6	 <span>Active</span>  
Client Reviewers	2	 <span>Active</span> 
Encept Account Executive	1	 <span>Active</span> 



7. Once the Edit  icon was clicked, the below shown pop up will appear,

**Edit Collection** ×

Collection List Name	<input type="text" value="Client Brand Manager"/>
Collection Attribute	<input type="text" value="Role"/>
Application	<input type="text" value="ALL"/>
Active Status	<input checked="" type="checkbox"/> Active
Collection Icon	<input type="button" value="Select"/> No file chosen

8. On the Edit Screen

- User can edit the **Collection List Name** and **Active Status**.
- Click  icon to save the edited **Collection List**.



## ACTIVE and INACTIVE

- The User has to option to Active or Inactive the existing Users in the Collection List which will activate/inactivate the user in the application.

Home / Collections / Collection List (14) Add Collection List

Show 10 Entries Search:

Collection Name	Users	Actions
Client Brand Manager	6	 <span>Active <input checked="" type="checkbox"/></span> 
Client Reviewers	2	 <span>Active <input checked="" type="checkbox"/></span> 
Encept Account Executive	1	 <span>Active <input checked="" type="checkbox"/></span> 

- If the user needs to activate the Collections List, Click the status as **Active**.



- If the user needs to deactivate the Collections List, Click the Status as **Inactive**.

Home / Collections / Collection List (14) Add Collection List

Show 10 Entries Search:

Collection Name	Users	Actions
Client Brand Manager	6	 <input checked="" type="checkbox"/> Inactive 
Client Reviewers	2	 <input type="checkbox"/> Active 
Except Account Executive	1	 <input type="checkbox"/> Active 

## Add User:

### To add user do the following

1. Click  icon to add user to the collections.

Show 10 Entries

Search:

Collection Name	Users	Actions
Client Brand Manager	6	 Active <input type="checkbox"/> 
Client Reviewers	2	 Active <input type="checkbox"/> 
Encept Account Executive	1	 Active <input type="checkbox"/> 
Encept Account Manager	1	 Active <input type="checkbox"/> 

2. Once the user clicks the icon, the below shown pop up appears.

### Add Users

Collection Name: Client Brand Manager

Select User  Selected Items

Search

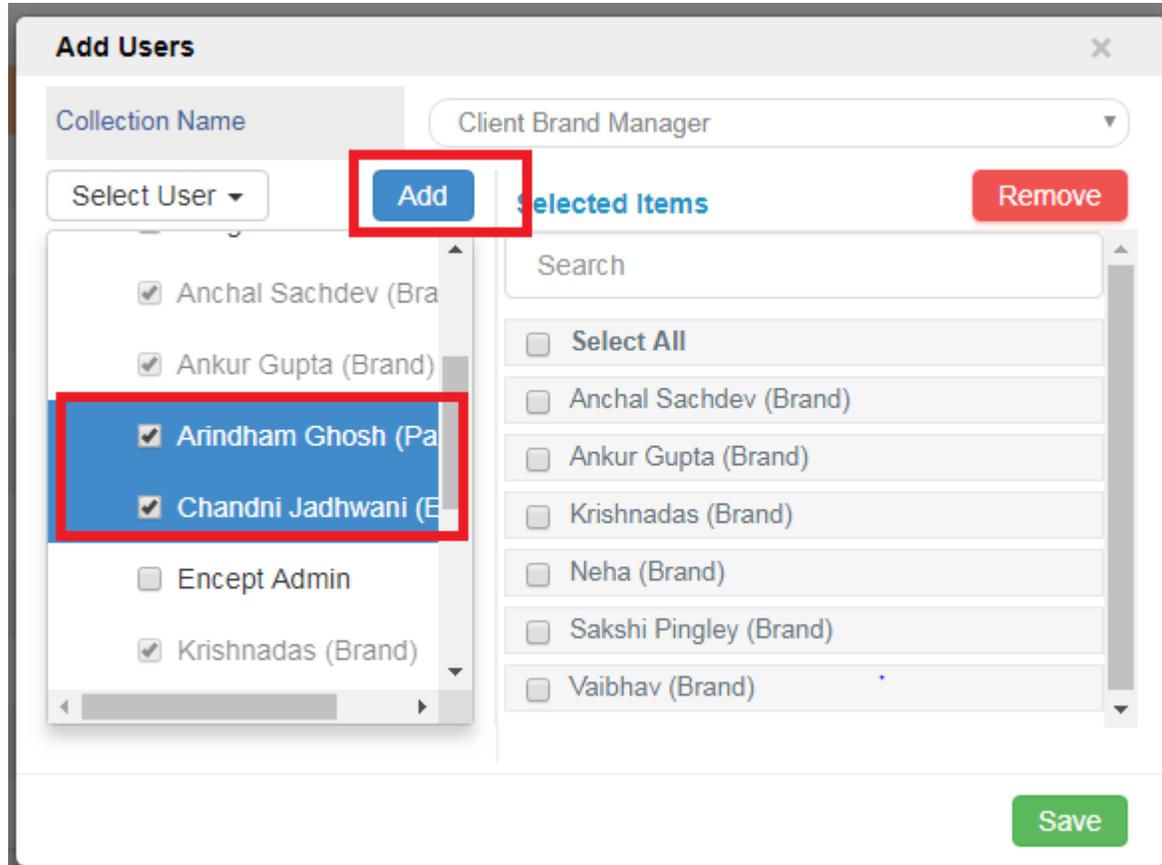
- Select All
- Administrator
- Anagha Kulkarni (Encept)
- Anchal Sachdev (Brand)
- Ankur Gupta (Brand)

Search

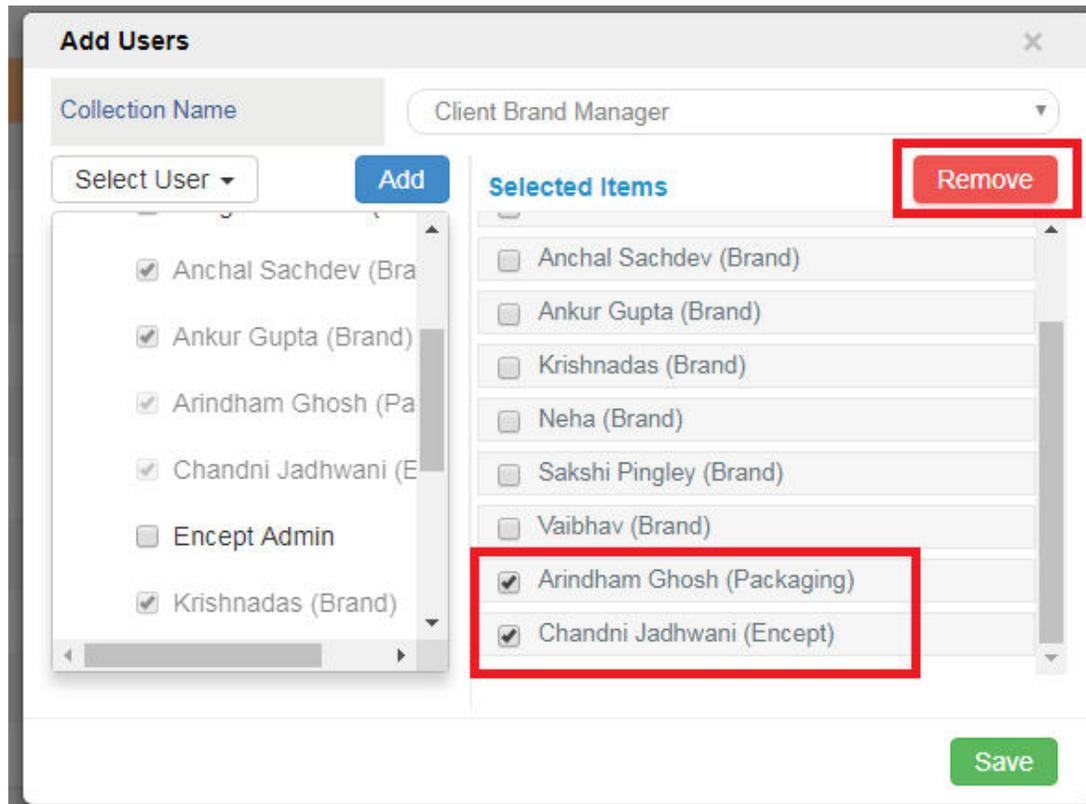
- Select All
- Anchal Sachdev (Brand)
- Ankur Gupta (Brand)
- Krishnadas (Brand)
- Neha (Brand)
- Sakshi Pingley (Brand)
- Vaibhav (Brand)



### 3. In the Add Screen,



- If the user needs to add the user, Select the required user and click **Add** button.



**Add Users**

Collection Name: Client Brand Manager

Select User: Add

- Anchal Sachdev (Brand)
- Ankur Gupta (Brand)
- Arindham Ghosh (Packaging)
- Chandni Jadhvani (Encept)
- Encept Admin
- Krishnadas (Brand)

**Selected Items** Remove

- Anchal Sachdev (Brand)
- Ankur Gupta (Brand)
- Krishnadas (Brand)
- Neha (Brand)
- Sakshi Pingley (Brand)
- Vaibhav (Brand)
- Arindham Ghosh (Packaging)
- Chandni Jadhvani (Encept)

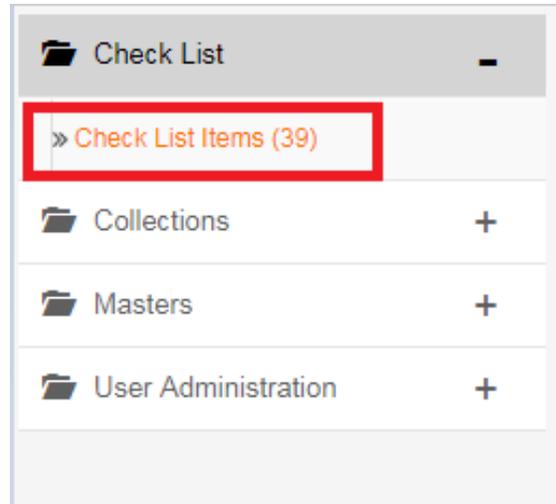
Save

- If the user needs to remove the selected user, Select the required user from the selected items then click **Remove** button.

4. Click **Save** to save the Add user.

# CHECKLIST

1. Click **Check List Items** under the **Checklist**.



2. Once the user clicks Checklist Items, on the right hand side checklist items will appear



# SEARCH

- In the Search option User can search for the existing Check List Items name. If the Check List Items name does not exist then the user can Add the Check List Item to the Check List Items mentioned below.

Check List / Check List Items (39) Add Checklist Item

Show 10 Entries Search:

Name	Display Name	Added Date	Status	Actions
Adherence to Legal Metrology	Adherence to Legal Metrology	13-Jul-2018 10:43	<input type="checkbox"/> Inactive	
Brand Name	Brand Name	04-Apr-2018 18:02	<input type="checkbox"/> Inactive	
Correction of the FSSAI License No.	Correction of the FSSAI License No.	06-Apr-2018 10:30	<input type="checkbox"/> Inactive	
Correctness of Address and Contact Information	Correctness of Address and Contact Info...	06-Apr-2018 11:58	<input checked="" type="checkbox"/> Active	
Correctness of Alcohol Content	Correctness of Alcohol Content	13-Jul-2018 10:44	<input type="checkbox"/> Inactive	



- Check List -
- » Check List Items (39)
- Collections +
- Masters +
- User Administration +

Check List / Check List Items (39)
Add Checklist Item

Show 10 Entries
Search:

Name	Display Name	Added Date	Status	Actions
Adherence to Legal Metrology	Adherence to Legal Metrology	13-Jul-2018 10:43	<input type="checkbox"/> Inactive	<a href="#">✎</a>
Brand Name	Brand Name	04-Apr-2018 18:02	<input type="checkbox"/> Inactive	<a href="#">✎</a>
Correction of the FSSAI License No.	Correction of the FSSAI License No.	06-Apr-2018 10:30	<input type="checkbox"/> Inactive	<a href="#">✎</a>
Correctness of Address and Contact Information	Correctness of Address and Contact Info...	06-Apr-2018 11:58	<input checked="" type="checkbox"/> Active	<a href="#">✎</a>

## Add Check List Items:

To add do the following:

3. Click **Add Checklist Items** to add new checklist items.



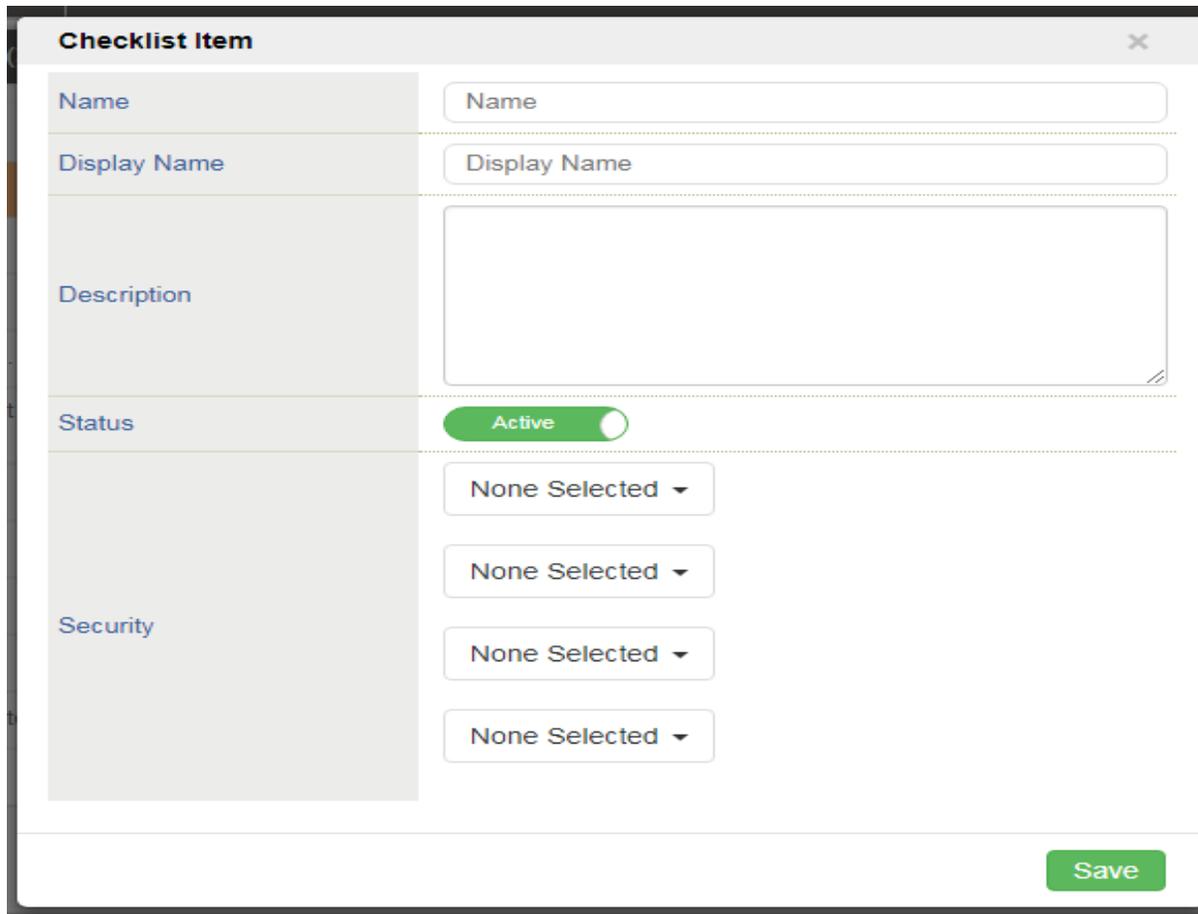
Show 10 Entries

Search:

Name	Display Name	Added Date	Status	Actions
Adherence to Legal Metrology	Adherence to Legal Metrology	13-Jul-2018 10:43	<input type="checkbox"/> Inactive	
Brand Name	Brand Name	04-Apr-2018 18:02	<input type="checkbox"/> Inactive	
Correction of the FSSAI License No.	Correction of the FSSAI License No.	06-Apr-2018 10:30	<input type="checkbox"/> Inactive	
Correctness of Address and Contact Information	Correctness of Address and Contact Info...	06-Apr-2018 11:58	<input checked="" type="checkbox"/> Active	

4. Once the Add button is clicked and the below shown pop up will appear,



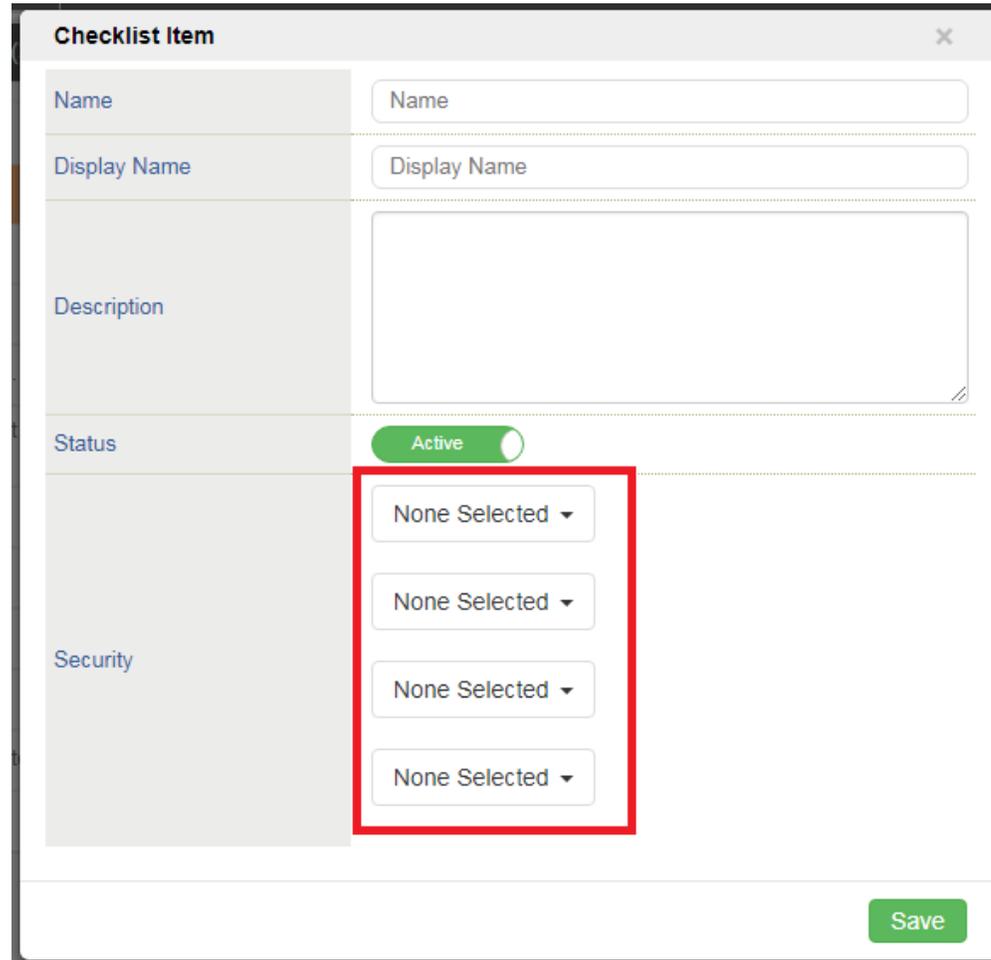
A screenshot of a web application form titled 'Checklist Item'. The form is divided into several sections: 'Name' with a text input field containing 'Name'; 'Display Name' with a text input field containing 'Display Name'; 'Description' with a large text area; 'Status' with a green toggle switch labeled 'Active'; and 'Security' with four dropdown menus, each showing 'None Selected'. A green 'Save' button is located at the bottom right of the form.

5. On the Checklist Item Screen,

- Enter the required Checklist Name in the **Name** text box.
- Enter the required Display Name in the **Display Name** text box.
- Enter the required Description in the **Description** text box.



- Select the required Status to activate/inactivate checklist item.
- Select the required role from the **Security** drop down.

A screenshot of a 'Checklist Item' form. The form has a title bar with a close button. It contains several fields: 'Name' (text input), 'Display Name' (text input), 'Description' (text area), 'Status' (toggle switch set to 'Active'), and 'Security' (a group of four dropdown menus, all currently showing 'None Selected'). A red rectangular box highlights the 'Security' dropdown menus. At the bottom right of the form is a green 'Save' button.

**Checklist Item**

Name

Display Name

Description

Status  Active

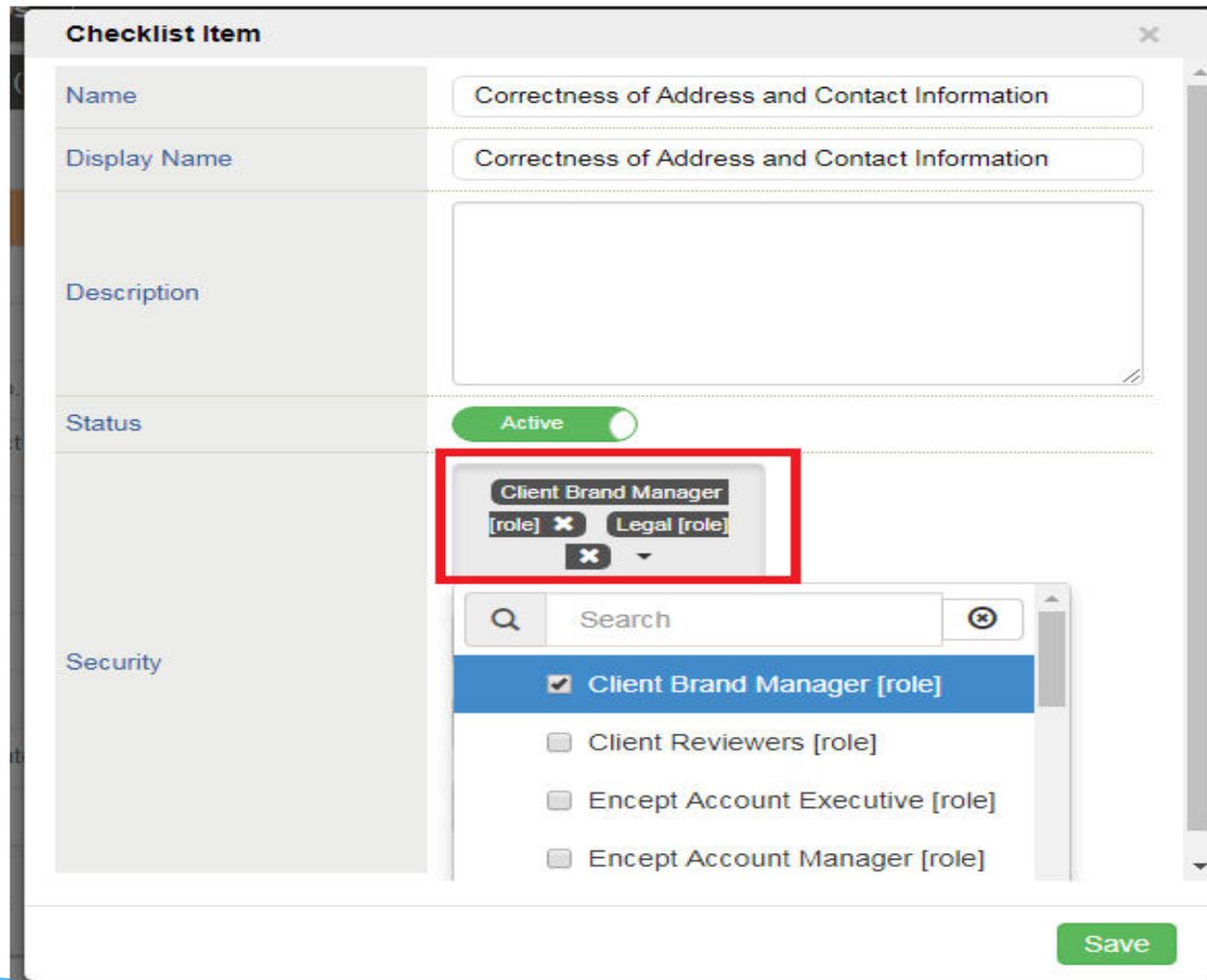
Security

- None Selected ▾
- None Selected ▾
- None Selected ▾
- None Selected ▾

Save



- More than one role can be added by selecting from look up list as shown below,

A screenshot of a web application form titled 'Checklist Item'. The form has several fields: 'Name' and 'Display Name' both containing 'Correctness of Address and Contact Information'; 'Description' is empty; 'Status' is set to 'Active' with a green toggle; and 'Security' is a multi-select dropdown menu. The dropdown menu is open, showing a search bar and a list of roles: 'Client Brand Manager [role]' (checked), 'Client Reviewers [role]', 'Except Account Executive [role]', and 'Except Account Manager [role]'. A red box highlights the 'Client Brand Manager [role]' and 'Legal [role]' items in the dropdown. A 'Save' button is at the bottom right of the form.

**Checklist Item**

Name: Correctness of Address and Contact Information

Display Name: Correctness of Address and Contact Information

Description:

Status: Active

Security: Client Brand Manager [role], Legal [role]

Search: Client Brand Manager [role] (checked), Client Reviewers [role], Except Account Executive [role], Except Account Manager [role]

Save



- User can remove the selected role by deselecting from drop down list.

6. Click **Save** to Save the Checklist Items.

## Edit Checklist Items

To Edit do the following:

7. Click  Edit icon to edit the Checklist items.

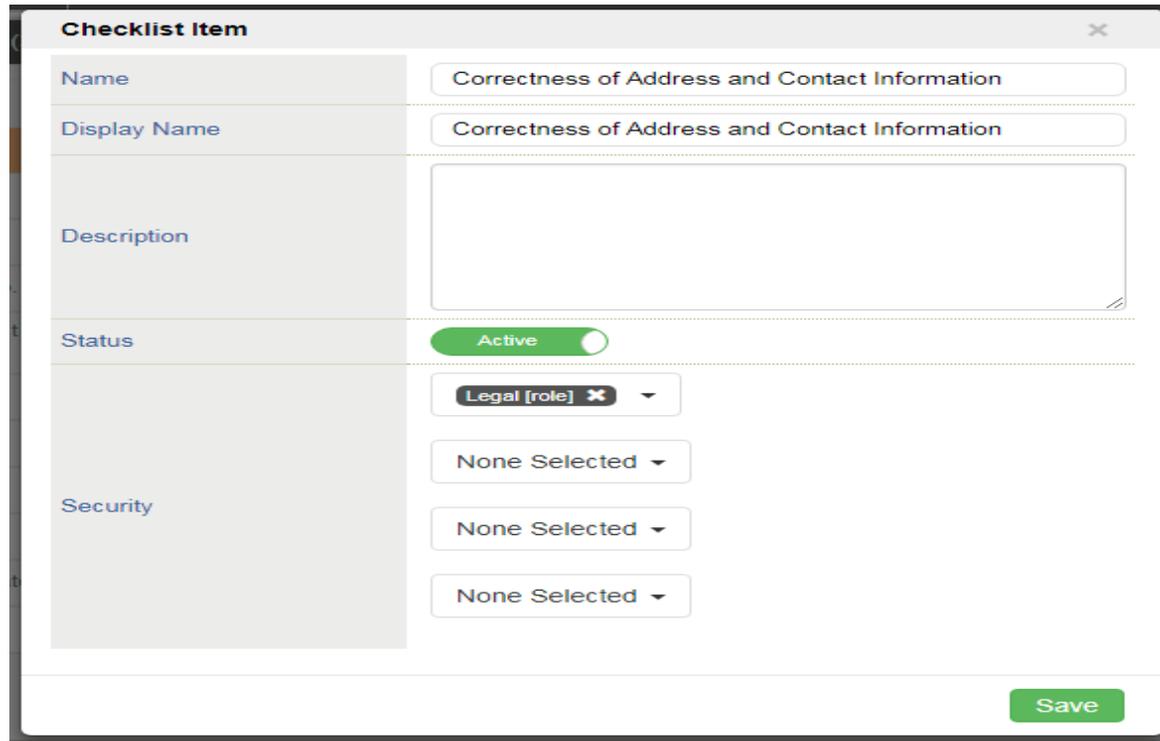
Check List / Check List Items (39) Add Checklist Item

Show 10 Entries Search:

Name	Display Name	Added Date	Status	Actions
Adherence to Legal Metrology	Adherence to Legal Metrology	13-Jul-2018 10:43	<input type="checkbox"/> Inactive	
Brand Name	Brand Name	04-Apr-2018 18:02	<input type="checkbox"/> Inactive	
Correction of the FSSAI License No.	Correction of the FSSAI License No.	06-Apr-2018 10:30	<input type="checkbox"/> Inactive	
Correctness of Address and Contact Information	Correctness of Address and Contact Info...	06-Apr-2018 11:58	<input checked="" type="checkbox"/> Active	
Correctness of Alcohol Content	Correctness of Alcohol Content	13-Jul-2018 10:44	<input type="checkbox"/> Inactive	



8. Once the edit icon is clicked and the below shown pop up will appear,



The screenshot shows a 'Checklist Item' edit form with the following fields and controls:

- Name:** Text input field containing 'Correctness of Address and Contact Information'.
- Display Name:** Text input field containing 'Correctness of Address and Contact Information'.
- Description:** Large empty text area.
- Status:** Toggle switch labeled 'Active' which is currently turned on.
- Security:** A dropdown menu currently showing 'Legal [role]'. Below it are three more dropdown menus, all currently showing 'None Selected'.
- Save:** A green button at the bottom right.

9. On the Checklist Items screen,

- User can edit or change the checklist items details (**Name, Display Name**)
- User can reselect Users from the **Security** dropdown.
- Click **Save** to save the edited Checklist Item.



# MASTERS

1. Click on the MASTERS menu option
2. It consists of 11 Masters such as :-

Masters	
>>	Revision Reason Master (5)
	Post Print Finish Master (23)
	Print Process Master (8)
	Primary Packing Format Master (5)
	Brand Reviewer Mapping (2)
	Printing Method Master (2)
	Variant Master (5)
	Region Master (25)
	Printer Master (2)
	Unit Master (2)
	SKU Master (29)



## ❖ REGION MASTER

1. On the Left side of the navigation panel, Click **REGION MASTER** under the **MASTERS**.

Masters	Region	Region Status	Actions
Revision Reason Master (5)	ANP	Active	
Post Print Finish Master (23)	ARP	Active	
Print Process Master (8)	ASS	Active	
Primary Packing Format Master (5)	CHD	Active	
Brand Reviewer Mapping (2)	DAM	Active	
Printing Method Master (2)	DIU	Active	
Variant Master (5)	DNH	Active	
<b>Region Master (25)</b>	Goa	Active	
Printer Master (2)	GUJ	Active	
	HAR	Active	



# SEARCH

- In the Search option User can search in the existing Masters Data. If the Master Data does not exist then the user can Add new Masters Data mentioned below.

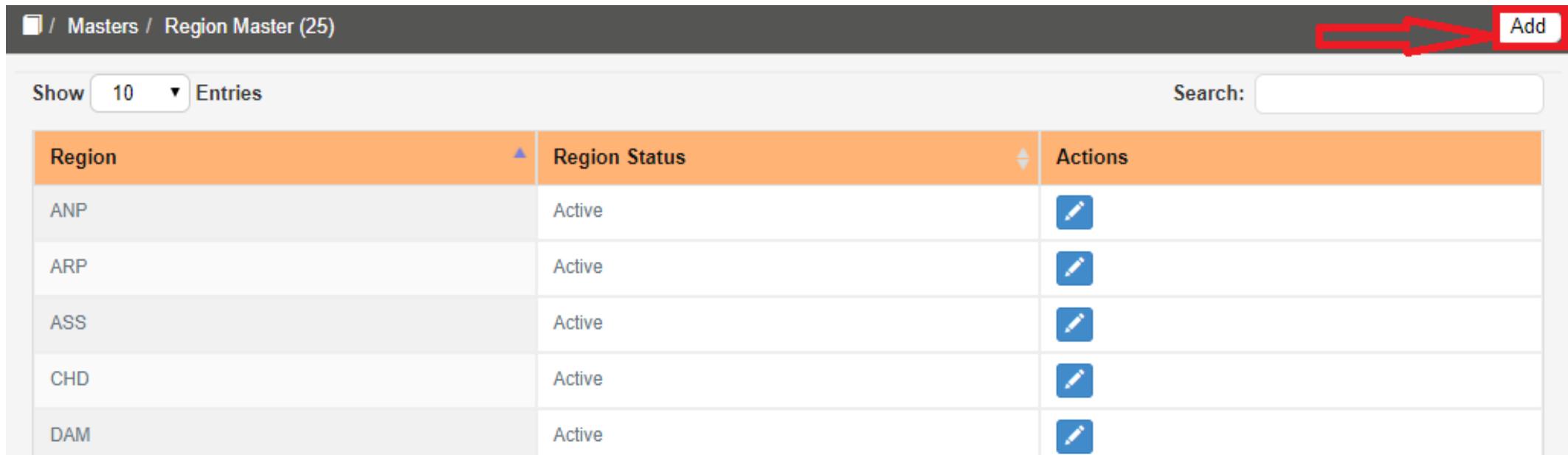
📄 / Masters / Region Master (25) Add

Show 10 Entries Search:

Region	Region Status	Actions
ANP	Active	
ARP	Active	
ASS	Active	
CHD	Active	
DAM	Active	
DIU	Active	
DNH	Active	
Goa	Active	

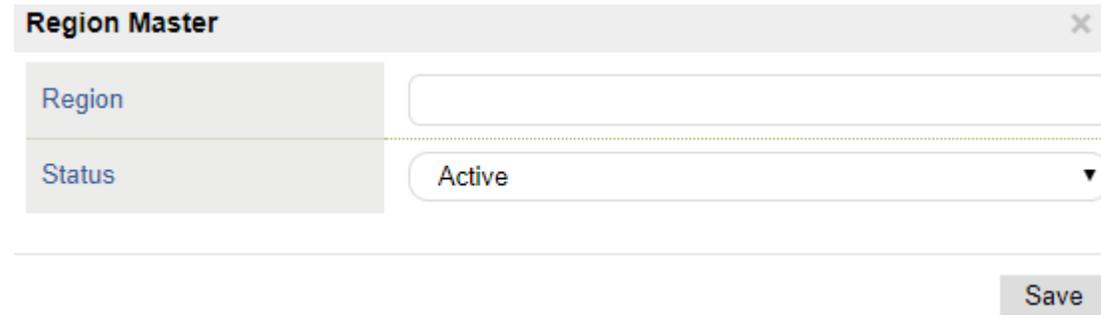


To add **REGION** Master, do the following,  
2. Click  icon shown below.



Region	Region Status	Actions
ANP	Active	
ARP	Active	
ASS	Active	
CHD	Active	
DAM	Active	

3. Once the user clicks the  icon, a pop up screen appears as shown below.



The image shows a pop-up window titled "Region Master" with a close button (X) in the top right corner. The form contains two input fields: "Region" (a text box) and "Status" (a dropdown menu currently showing "Active"). A "Save" button is located at the bottom right of the form.

4. On the Region Master Screen.

- Enter the required **Region Name**. (**Region Name** should be unique)
- Enter the required Status Active and Inactive option available in the Status
- Click on the **Save** button to save **Region** details



## To Edit do the following :-

5. Click  **Edit** icon shown below in red colour to edit the **REGION** details.

Region	Region Status	Actions
ANP	Active	
ARP	Active	
ASS	Active	

6. Once the user clicks the edit  icon a pop up appears as shown below.

**Region Master** ×

Region

Status

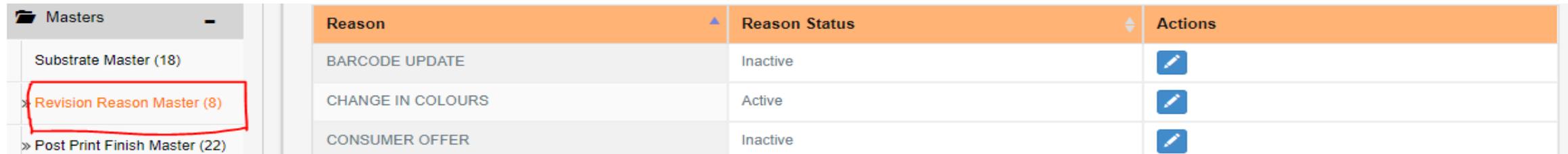
7. User can change the details in the Region Master

8. Click the **Save** Button to save the details



## ❖ Revision Reason Master

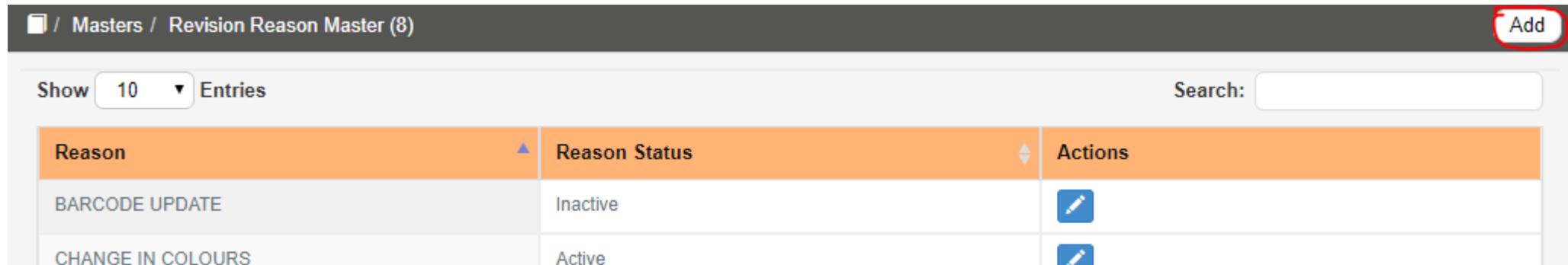
1. On the Left side of the navigation panel, Click **Revision Reason Master** under the MASTERS



Reason	Reason Status	Actions
BARCODE UPDATE	Inactive	
CHANGE IN COLOURS	Active	
CONSUMER OFFER	Inactive	

To add **Revision Reason Master** , do the following,

2. Click on Add to add a new **Revision Reason Master** .

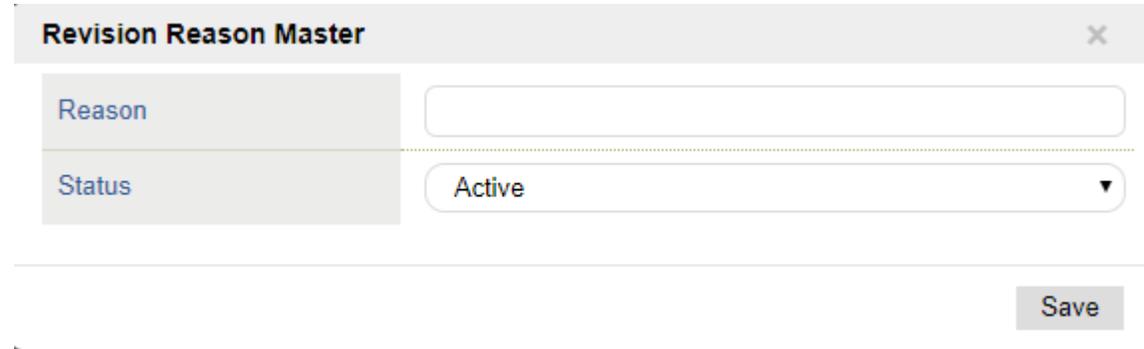


Masters / Revision Reason Master (8) Add

Show 10 Entries Search:

Reason	Reason Status	Actions
BARCODE UPDATE	Inactive	
CHANGE IN COLOURS	Active	

3. Once the user clicks the Add Icon a pop up appears as shown below

A screenshot of a web application form titled 'Revision Reason Master'. The form has a light gray header with the title and a close button (X). Below the header, there are two input fields: 'Reason' is a text input field, and 'Status' is a dropdown menu currently showing 'Active'. At the bottom right of the form is a 'Save' button.

Revision Reason Master	
Reason	<input type="text"/>
Status	Active
<input type="button" value="Save"/>	

4. On the **Revision Reason Master** Screen.

- Enter the **Reason** field. (**Reason** should be Unique).
- Enter the Required Status **Active** and **Inactive** option are available in the Status.
- Click **Save** button to save **Revision Reason Master** details.



## To Edit do the following,

5. Click  Edit icon shown below to edit the **Revision Reason Master** details.

Reason	Reason Status	Actions
BARCODE UPDATE	Inactive	
CHANGE IN COLOURS	Active	
CONSUMER OFFER	Inactive	

6. Once the user clicks the edit icon a pop up appears as shown below.

**Revision Reason Master** ✕

Reason	<input type="text" value="BARCODE UPDATE"/>
Status	<input type="text" value="Inactive"/>

7. In the **Revision Reason** screen,

- User can change the **Reason** details from the **Revision Reason Master**.
- Click **Save** to save the **Reason** details.

## ❖ POST PRINT FINISH MASTER

1. On the Left side of the navigation panel, Click **Post Print Finish** under the MASTERS.

Masters	Post Print Finish	Post Print Finish Status	Actions
Substrate Master (18)	DEBOSSSED	Active	
Revision Reason Master (8)	DEBOSSSED+ EMBOSSSED+ GLOSS	Active	
<b>» Post Print Finish Master (22)</b>	DRIFT EFFECT	Active	

To add **Post Print Finish**, do the following,

2. Click on Add to add a new **Post Print Finish**.

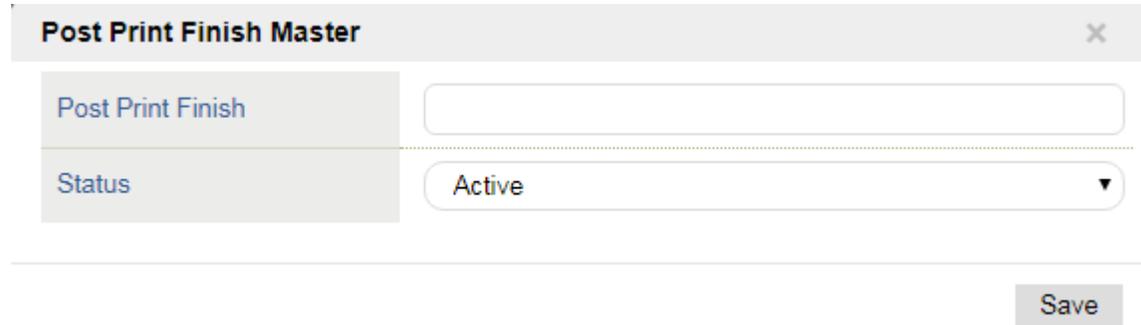
🏠 / Masters / Post Print Finish Master (22) Add

Show 10 Entries Search:

Post Print Finish	Post Print Finish Status	Actions
DEBOSSSED	Active	
DEBOSSSED+ EMBOSSSED+ GLOSS	Active	



3. Once the user clicks the Add Icon a pop up appears as shown below.

A screenshot of a web application form titled 'Post Print Finish Master'. The form has a light gray header with the title and a close button (X). Below the header, there are two input fields: 'Post Print Finish' (a text box) and 'Status' (a dropdown menu). The 'Status' dropdown is currently set to 'Active'. At the bottom right of the form is a 'Save' button.

Post Print Finish Master	
Post Print Finish	<input type="text"/>
Status	Active

Save

4. On the **Post Print Finish Master** Screen.

- Enter the **Post Print Finish** Name. (**Post Print Name** should be Unique).
- Enter the Required Status **Active** and **Inactive** option are available in the Status.
- Click **Save** button to save **Post Print Finish** details.



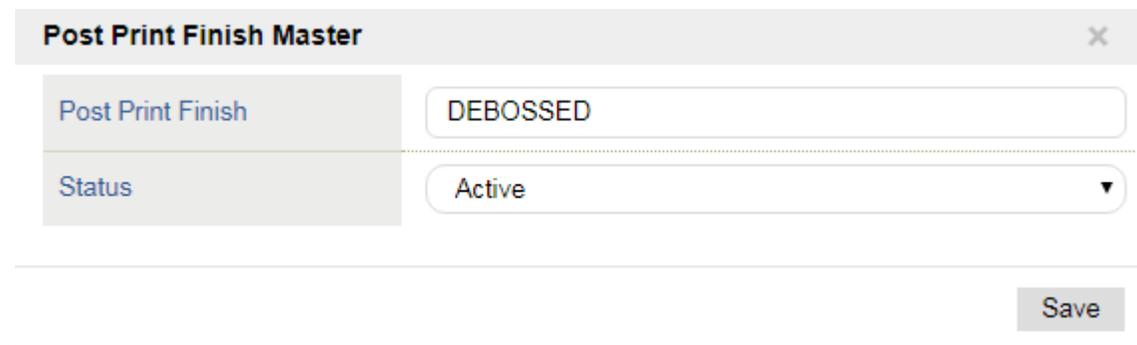
To Edit do the following,

5. Click  **Edit** icon shown below to edit the **Post Print Finish Master** details.



Post Print Finish	Post Print Finish Status	Actions
DEBOSSSED	Active	
DEBOSSSED+ EMBOSSSED+ GLOSS	Active	

6. Once the user clicks the edit icon a pop up appears as shown below.



**Post Print Finish Master** [Close]

Post Print Finish:

Status:

Save

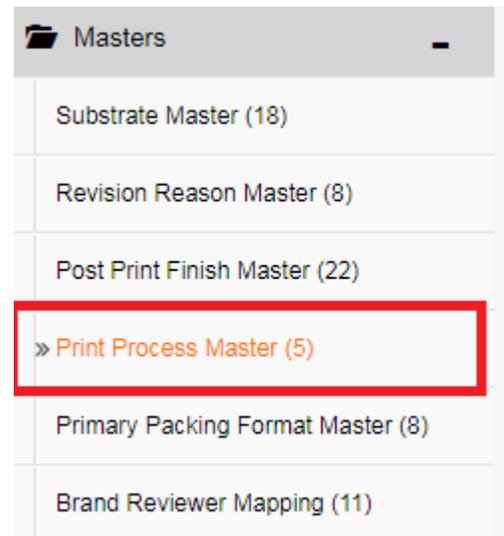


7. In the **Post Print Finish** screen,

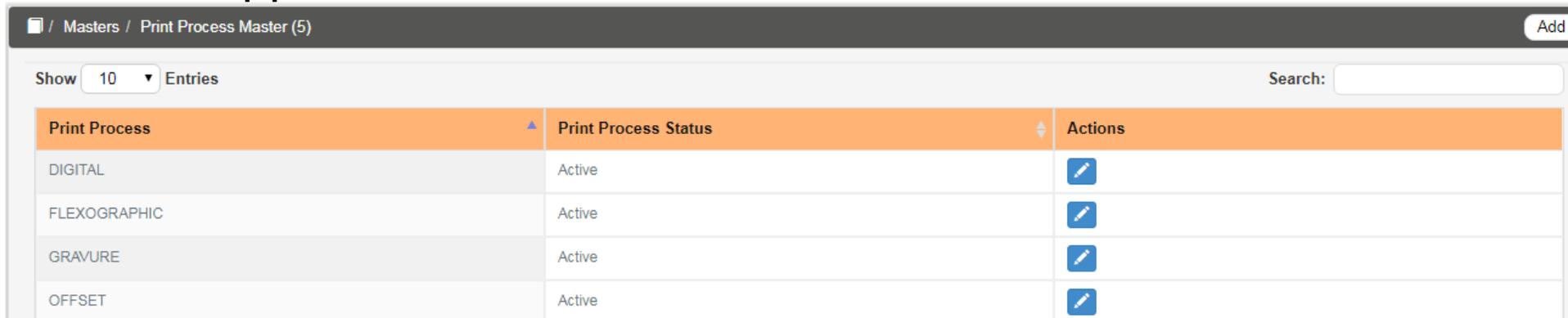
- User can change the **Post Print Finish** details from the **Post Print Finish Master**.
- Click **Save** to save the **Post Print Finish** details.

## ❖ PRINT PROCESS MASTER

1. On the Left side of the navigation panel, Click **Print Process Master** under the Masters.



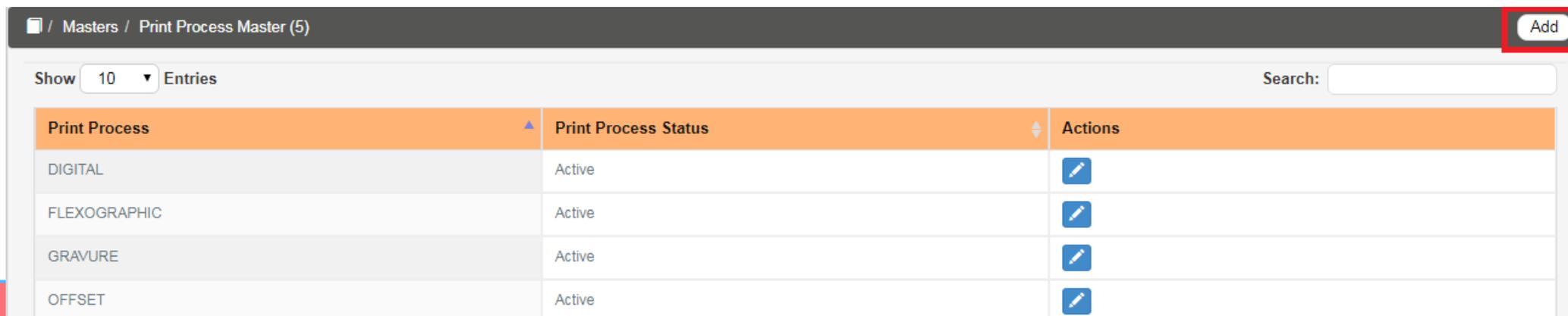
2. Once **Print Process Master** is clicked, On the right hand side **Print Process Master** screen will appear.



Print Process	Print Process Status	Actions
DIGITAL	Active	
FLEXOGRAPHIC	Active	
GRAVURE	Active	
OFFSET	Active	

To add **Print process Master** do the following,

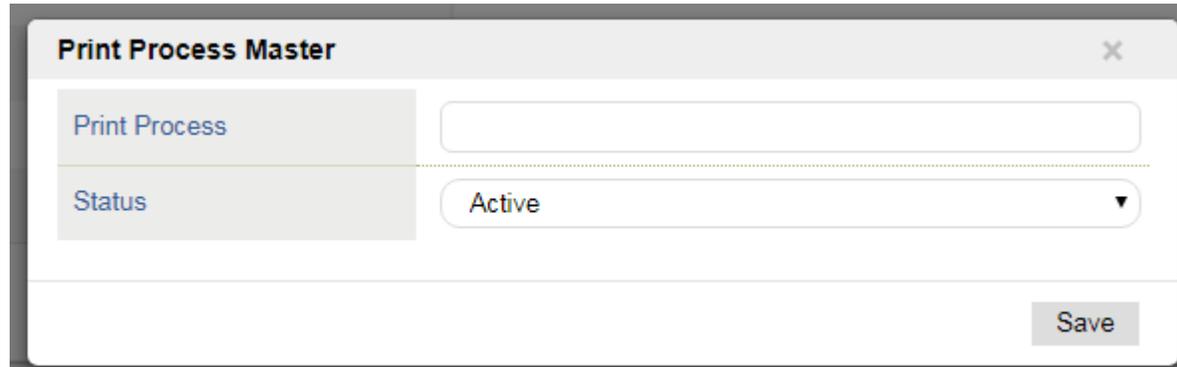
3. Click on **Add** to add a new **Print Process Master**.



Print Process	Print Process Status	Actions
DIGITAL	Active	
FLEXOGRAPHIC	Active	
GRAVURE	Active	
OFFSET	Active	



4. Once the user clicks the Add, the pop up appears as shown below,

A screenshot of a web application window titled 'Print Process Master'. The window has a close button (X) in the top right corner. It contains two input fields: 'Print Process' is a text box, and 'Status' is a dropdown menu currently showing 'Active'. A 'Save' button is located at the bottom right of the form area.

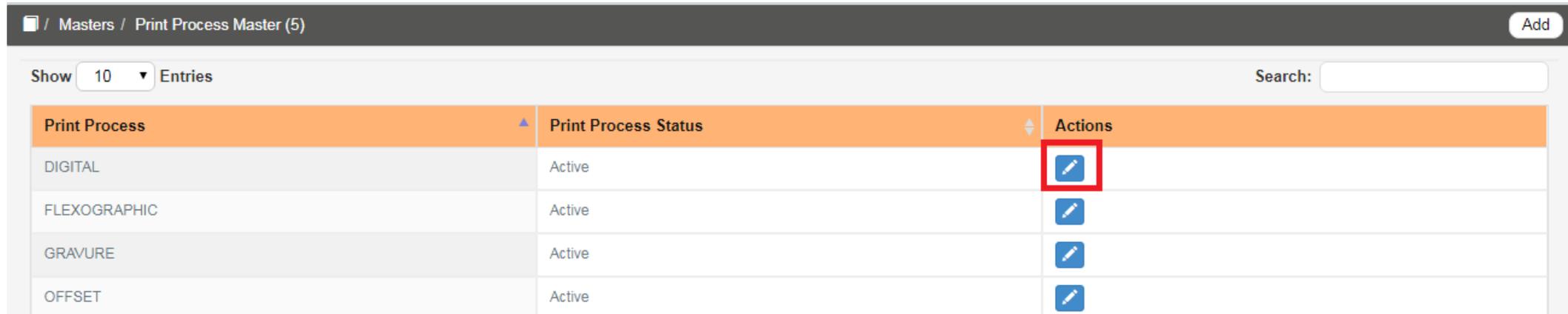
5. On the **Print process Master** Screen.

- Enter the **Print Process** Name. (**Print Process** value should be unique)
- Select the Required Status **Active** and **Inactive** option are available in the Status.
- Click **Save** button to save **Print process Master** details.



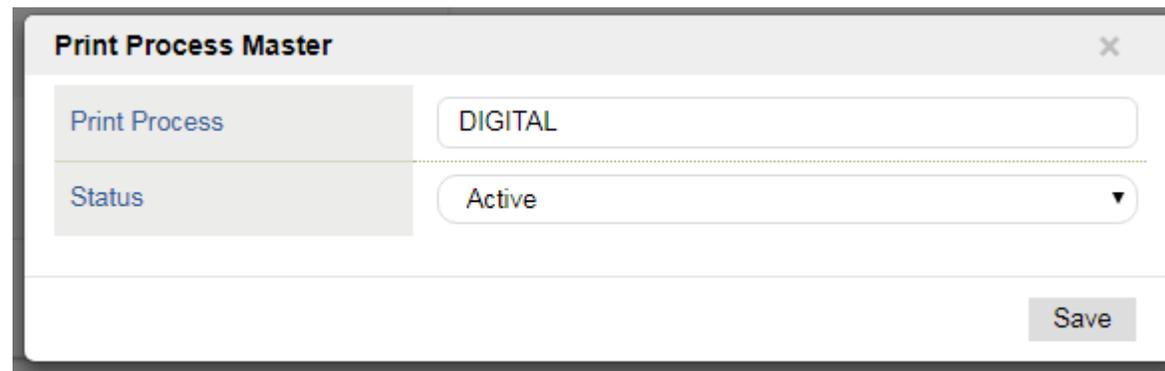
To edit do the following,

6. Click  Edit icon to edit the Print process Master.



Print Process	Print Process Status	Actions
DIGITAL	Active	
FLEXOGRAPHIC	Active	
GRAVURE	Active	
OFFSET	Active	

7. Once the user clicks the icon, the pop up appears as shown below,



**Print Process Master** [Close]

Print Process: DIGITAL

Status: Active [Dropdown Arrow]

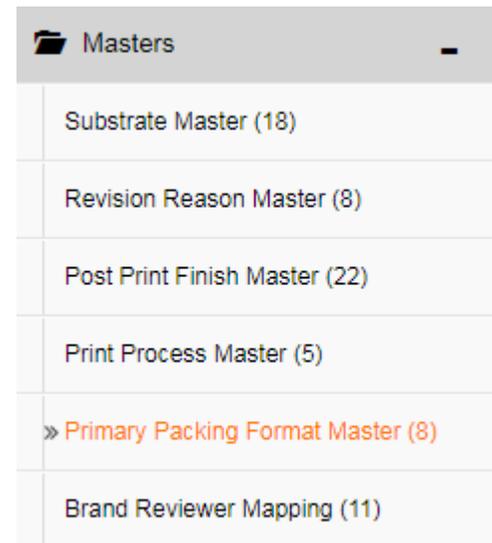
Save

8. In the Print Process Master screen,

- User can change the **Print Process** and **Status** from the respective text box.
- Click **Save** to save the Print Process details.

## ❖ PRIMARY PACKING FORMAT MASTER

1. On the Left side of the navigation panel, Click **Primary Packing Format Master** under the Masters.



Masters
Substrate Master (18)
Revision Reason Master (8)
Post Print Finish Master (22)
Print Process Master (5)
» Primary Packing Format Master (8)
Brand Reviewer Mapping (11)



2. Once **Primary Packing Format Master** is clicked, On the right hand side **Primary Packing Format Master** screen will appear.

Masters	Primary Packing Format	Substrate	Primary Packing Format Status	Actions
Revision Reason Master (5)	CARTON	FBB - FOLDING BOX BOARD	Active	
Post Print Finish Master (23)	CARTON	GREY BACK BAORD	Active	
Print Process Master (8)	CARTON	METALLISED BOARD	Active	
<b>Primary Packing Format Master (5)</b>	CARTON	WHITE BACK BOARD	Active	
	CLD	CORRUGATED BOARD	Active	

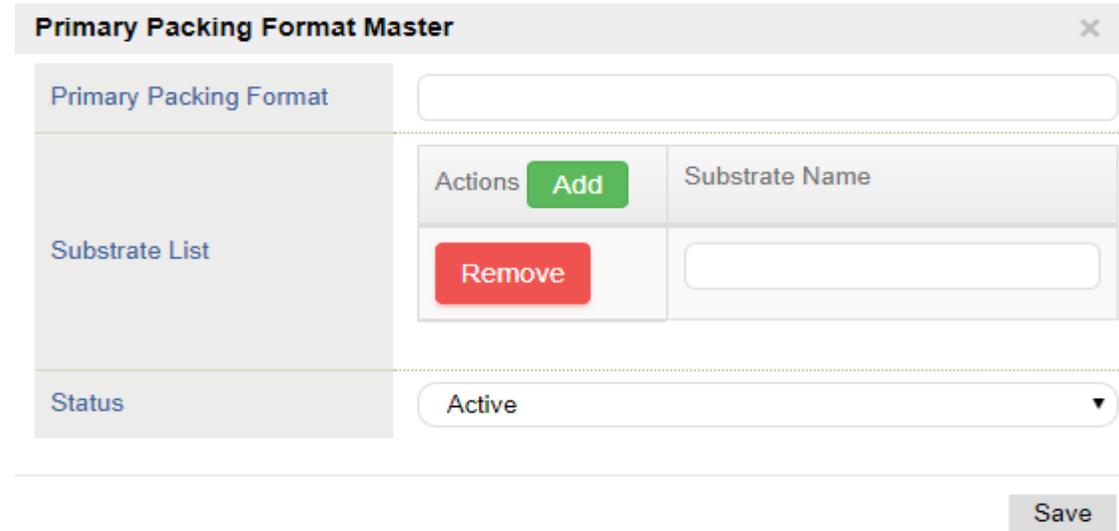
To add **Primary Packing Format Master** do the following,

3. Click on Add to add a new **Primary Packing Format Master**.

Masters / Primary Packing Format Master (5) <span style="float: right; border: 1px solid red; padding: 2px;">Add</span>			
Primary Packing Format	Substrate	Primary Packing Format Status	Actions
CARTON	FBB - FOLDING BOX BOARD	Active	
CARTON	GREY BACK BAORD	Active	



4. Once the user clicks the Add, the pop up appears as shown below



The screenshot shows a modal window titled "Primary Packing Format Master" with a close button (X) in the top right corner. The form is divided into three main sections:

- Primary Packing Format:** A text input field for entering the format name.
- Substrate List:** A table with two columns: "Actions" and "Substrate Name".
  - The "Actions" column contains a green "Add" button and a red "Remove" button.
  - The "Substrate Name" column contains a text input field.
- Status:** A dropdown menu currently set to "Active".

A "Save" button is located at the bottom right of the form.

5. On the **Primary Packing Format Master** Screen.

- Enter the **Primary Packing Format Name. (Should be Unique)**
- Select the Required Status **Active** and **Inactive** option are available in the Status.
- Add Substrate name based on unique primary packing format.
- Click **Save** button to save **Primary Packing Format Master** details.

**To edit do the following,**

6. Click  Edit icon to edit the Print process Master.



Primary Packing Format	Substrate	Primary Packing Format Status	Actions
CARTON	FBB - FOLDING BOX BOARD	Active	
CARTON	GREY BACK BAORD	Active	
CARTON	METALLISED BOARD	Active	
CARTON	WHITE BACK BOARD	Active	

7. Once the user clicks the icon, the pop up appears as shown below,

**Primary Packing Format Master**
✕

Primary Packing Format

Substrate List

Status

Actions

Add

Remove

Substrate Name

CORRUGATED BOARD

Status

Active ▼

Save

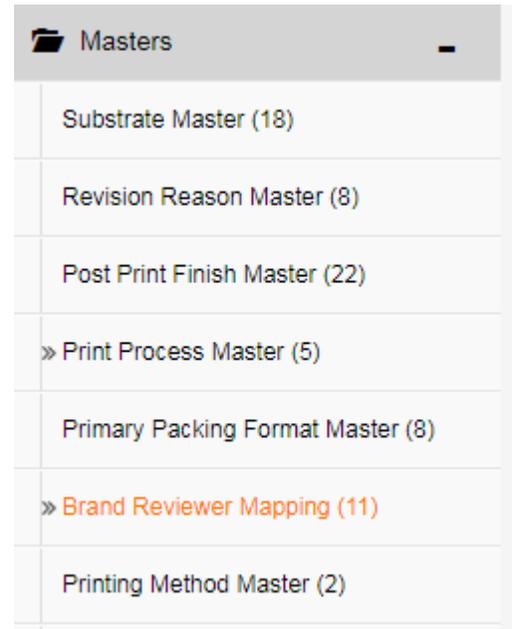


8. In the **Primary Packing Format Master** screen,

- User can change the **Primary Packing Format** and **Status** from the respective text box.
- Click **Save** to save the **Primary Packing Format** details.

## ❖ BRAND REVIEWER MAPPING MASTER

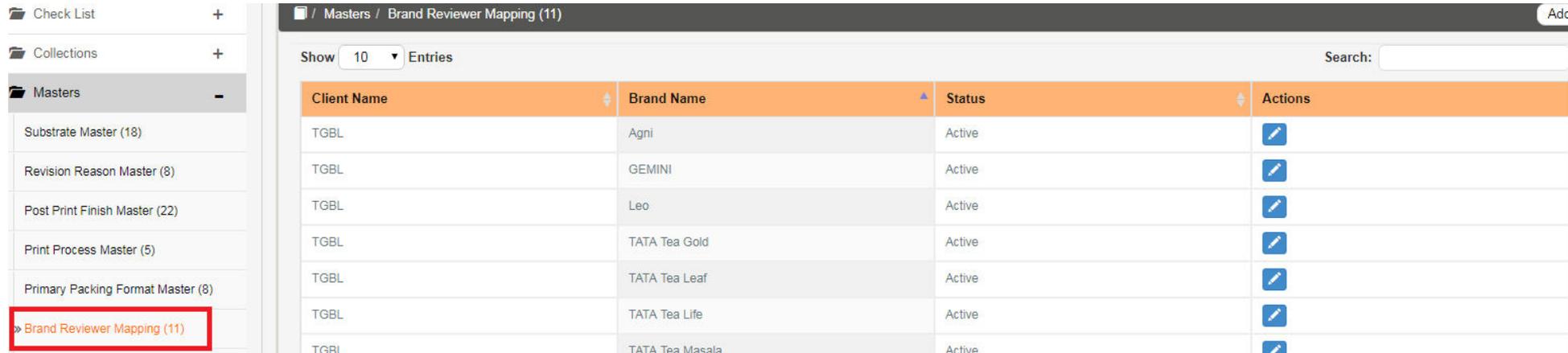
1. On the Left side of the navigation panel, Click **Brand Reviewer Mapping Master** under the Masters.



Masters	
Substrate Master (18)	
Revision Reason Master (8)	
Post Print Finish Master (22)	
» Print Process Master (5)	
Primary Packing Format Master (8)	
» Brand Reviewer Mapping (11)	
Printing Method Master (2)	



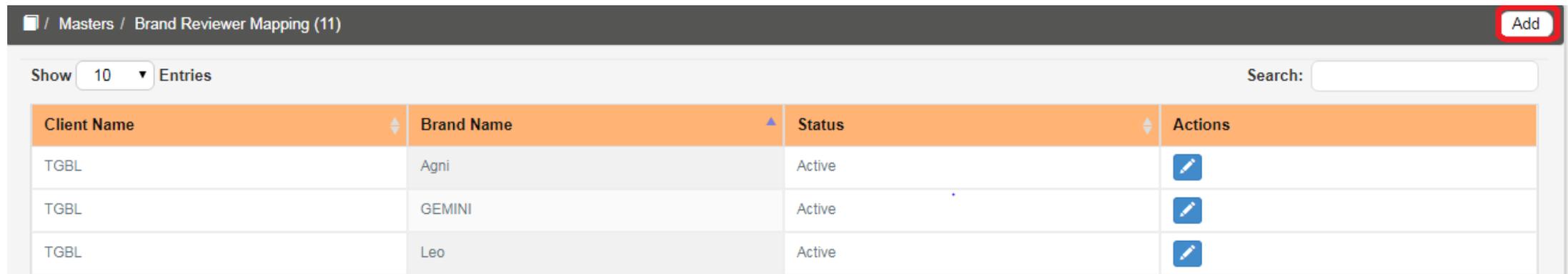
2. Once **Brand Reviewer Mapping** is clicked, On the right hand **Brand Reviewer Mapping Master** screen will appear.



Client Name	Brand Name	Status	Actions
TGBL	Agni	Active	
TGBL	GEMINI	Active	
TGBL	Leo	Active	
TGBL	TATA Tea Gold	Active	
TGBL	TATA Tea Leaf	Active	
TGBL	TATA Tea Life	Active	
TGBL	TATA Tea Masala	Active	

To add **Brand Reviewer Mapping** do the following,

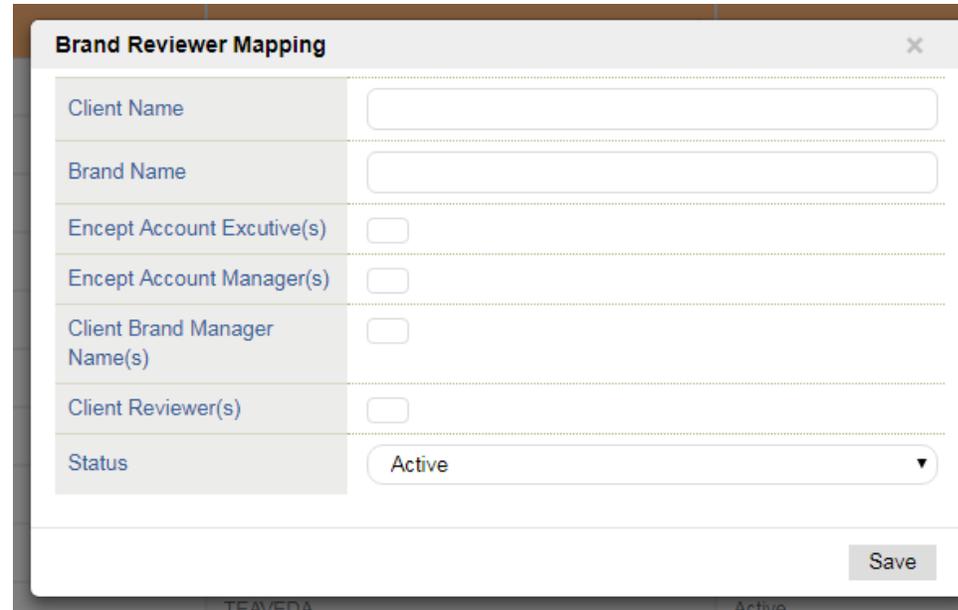
3. Click on **Add** to add a new **Brand Reviewer Mapping Master** .



Client Name	Brand Name	Status	Actions
TGBL	Agni	Active	
TGBL	GEMINI	Active	
TGBL	Leo	Active	



4. Once the user clicks the Add, the pop up appears as shown below,

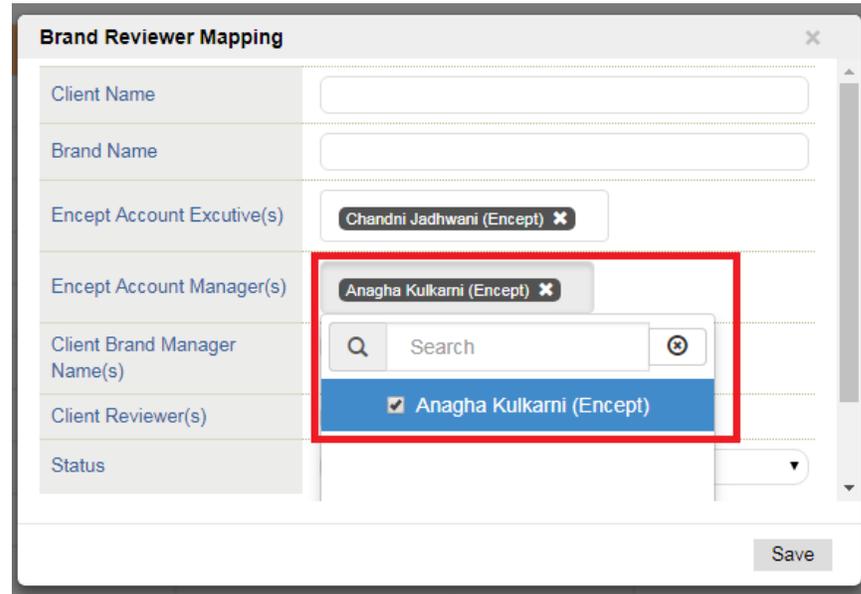
A screenshot of a 'Brand Reviewer Mapping' pop-up window. The window has a title bar with a close button (X). It contains several input fields: 'Client Name' and 'Brand Name' are text boxes; 'Encept Account Executive(s)', 'Encept Account Manager(s)', 'Client Brand Manager Name(s)', and 'Client Reviewer(s)' are each followed by a small square checkbox; 'Status' is a dropdown menu currently showing 'Active'. A 'Save' button is located at the bottom right of the form area.

Client Name	<input type="text"/>
Brand Name	<input type="text"/>
Encept Account Executive(s)	<input type="checkbox"/>
Encept Account Manager(s)	<input type="checkbox"/>
Client Brand Manager Name(s)	<input type="checkbox"/>
Client Reviewer(s)	<input type="checkbox"/>
Status	Active

5. On the **Brand Reviewer Mapping Master** Screen, added users are mapped under respective **Role**

- Enter the required Client Name in the **Client Name** text box.
- Enter the required Brand Name in the **Brand Name** text box. (Should be Unique)
- Select the required Participant from the **Encept Account(Executive), Encept Account Manager(s), Client Brand Manager(s) and Client Reviewer(s)** user list drop down. Multiple users can also be added from the drop down.





- Select the required status from the **Status** drop down.
- Click **Save** to save **Brand Reviewer Mapping** details.

**To edit do the following,**

6. Click  Edit icon to edit the Print process Master.

Masters / Brand Reviewer Mapping (11) Add

Show 10 Entries Search:

Client Name	Brand Name	Status	Actions
TGBL	Agni	Active	
TGBL	GEMINI	Active	
TGBL	Leo	Active	
TGBL	TATA Tea Gold	Active	

7. Once the user clicks the edit icon, the pop up appears as shown below,

**Brand Reviewer Mapping** ✕

Client Name

Brand Name

Encept Account Excutive(s)

Encept Account Manager(s)

Client Brand Manager Name(s)

Client Reviewer(s)

Status

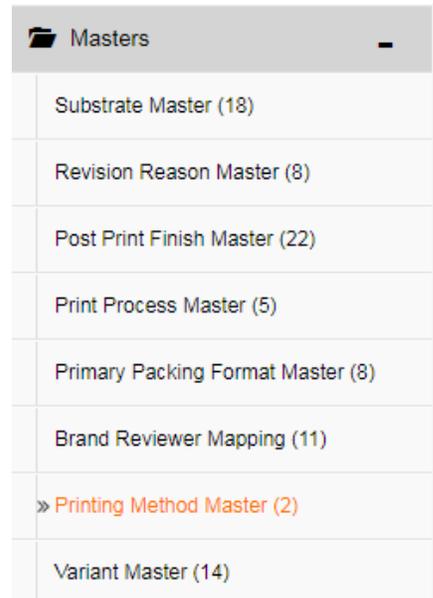


8. In the Brand PM Mapping screen,

- User can change the **Client name, Brand Name, Except Account(Executive), Except Account Manager(s), Client Brand Manager(s) and Client Reviewer(s) Name** from the respective drop down.
- Click **Save** to save the Brand Reviewer Mapping details.

## ❖ PRINTING METHOD MASTER

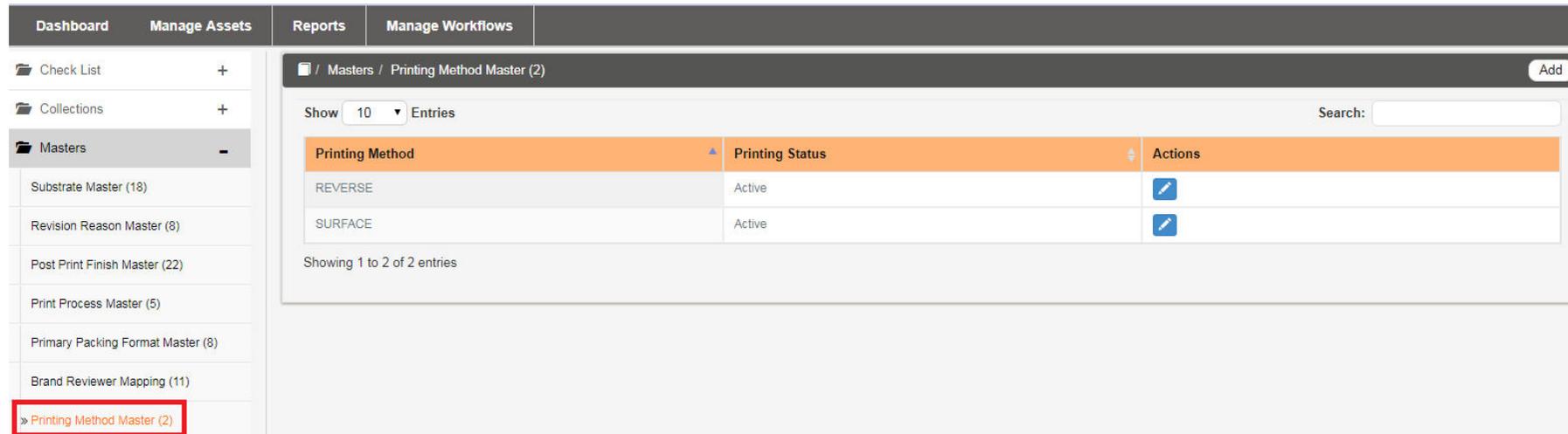
1. On the Left side of the navigation panel, Click **Printing Method Master** under the Masters.



Masters
Substrate Master (18)
Revision Reason Master (8)
Post Print Finish Master (22)
Print Process Master (5)
Primary Packing Format Master (8)
Brand Reviewer Mapping (11)
» Printing Method Master (2)
Variant Master (14)



2. Once **Printing Method Master** is clicked, On the right hand **Printing Method Master** screen will appear.



Dashboard Manage Assets Reports Manage Workflows

Check List +

Collections +

Masters -

- Substrate Master (18)
- Revision Reason Master (8)
- Post Print Finish Master (22)
- Print Process Master (5)
- Primary Packing Format Master (8)
- Brand Reviewer Mapping (11)
- » Printing Method Master (2)

Masters / Printing Method Master (2) Add

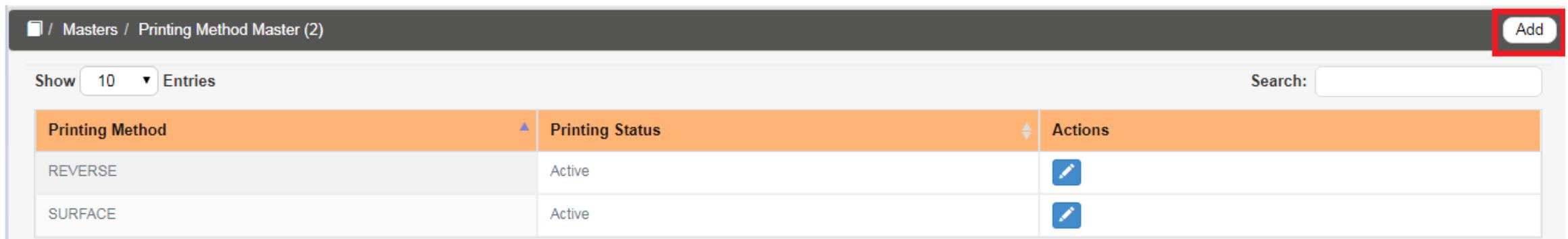
Show 10 Entries Search:

Printing Method	Printing Status	Actions
REVERSE	Active	
SURFACE	Active	

Showing 1 to 2 of 2 entries

To add **Printing Method Master** do the following,

3. Click on **Add** to add a new **Printing Method Master** .



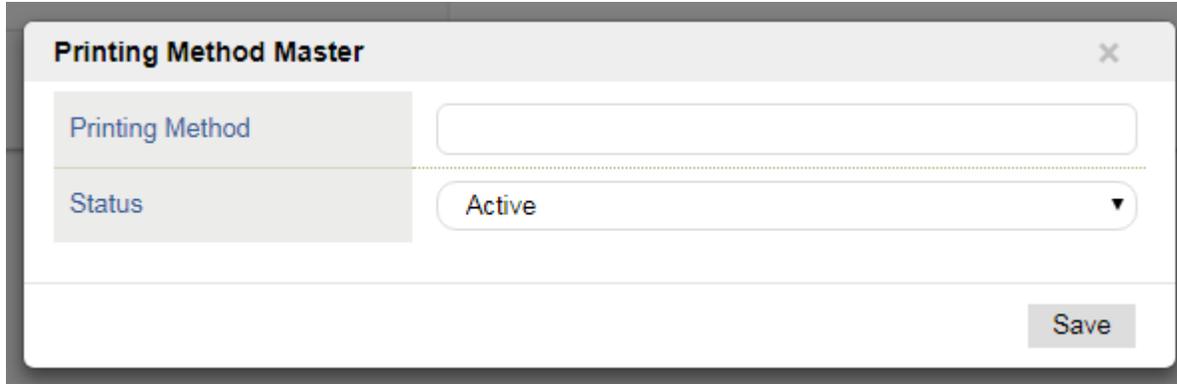
Masters / Printing Method Master (2) Add

Show 10 Entries Search:

Printing Method	Printing Status	Actions
REVERSE	Active	
SURFACE	Active	



4. Once the user clicks the Add, the pop up appears as shown below,

A screenshot of a web application pop-up window titled 'Printing Method Master'. The window has a close button (an 'x' icon) in the top right corner. It contains two input fields: a text box labeled 'Printing Method' and a dropdown menu labeled 'Status' with 'Active' selected. A 'Save' button is located at the bottom right of the form.

5. On the **Printing Method Master** Screen.

- Enter the required Printing Method in the **Printing Method** text box. (Should be Unique).
- Select the required status from the **Status** drop down.
- Click **Save** to save **Printing Method Master** details.

**To edit do the following,**

6. Click  Edit icon to edit the **Printing Method Master**.

/ Masters / Printing Method Master (2) Add

Show 10 Entries Search:

Printing Method	Printing Status	Actions
REVERSE	Active	
SURFACE	Active	

7. Once the user clicks the edit icon, the pop up appears as shown below,

**Printing Method Master** ×

Printing Method: REVERSE

Status: Active ▼

Save

8. In the **Printing Method Master** screen,

- User can change the **Printing Method** and **Status** from the respective drop down.
- Click **Save** to save the **Printing Method** details.

## ❖ VARIANT MASTER

1. On the Left side of the navigation panel, Click **Variant Master** under the Masters.



2. Once **Variant Master** is clicked, On the right hand **Variant Master** screen will appear.



Check List +

Collections +

Masters -

- Substrate Master (18)
- Revision Reason Master (8)
- Post Print Finish Master (22)
- Print Process Master (5)
- Primary Packing Format Master (8)
- Brand Reviewer Mapping (11)
- Printing Method Master (2)
- » Variant Master (14)

Masters / Variant Master (14) Add

Show 10 Entries Search:

Brand Name	Brand Extension	Variant	Variant Status	Actions
Agni	Beer	Strong Internation Premuim Beer	Inactive	
Agni	Tea	Dust	Active	
Agni	Tea	Leaf	Active	
GEMINI	Tea	Original	Active	
Leo	Tea	Blue	Active	
Leo	Tea	Red	Active	
TATA Tea Gold	Tea	Dust	Active	
TATA Tea Gold	Tea	Leaf	Active	
TATA Tea Leaf	Tea	Leaf	Active	

To add **Variant Master** do the following,  
3. Click on Add to add a new **Variant Master** .

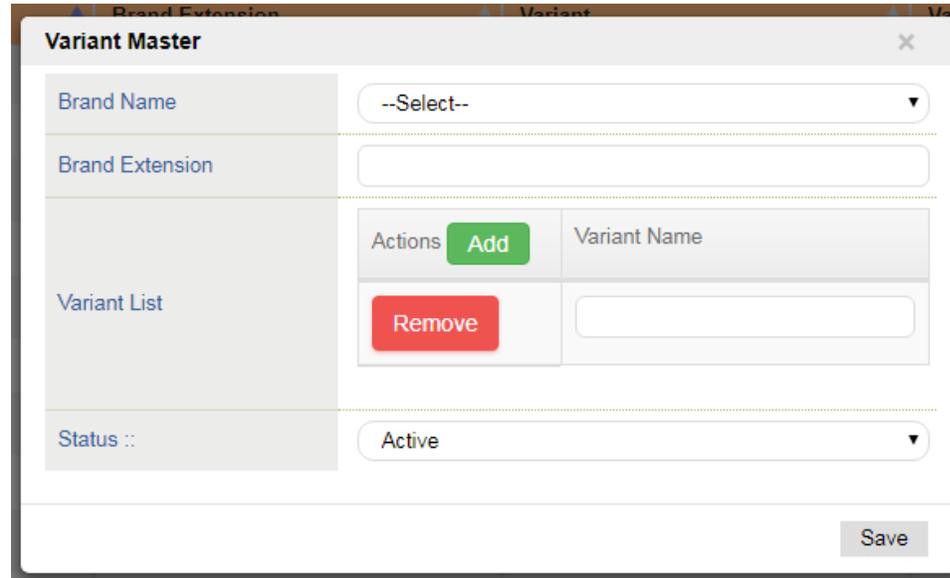
Masters / Variant Master (14) Add

Show 10 Entries Search:

Brand Name	Brand Extension	Variant	Variant Status	Actions
Agni	Beer	Strong Internation Premuim Beer	Inactive	
Agni	Tea	Dust	Active	
Agni	Tea	Leaf	Active	
GEMINI	Tea	Original	Active	



4. Once the user clicks the Add, icon the pop up appears as shown below,



The screenshot shows a 'Variant Master' pop-up window. It contains the following fields and controls:

- Brand Name:** A dropdown menu currently showing '--Select--'.
- Brand Extension:** A text input field.
- Variant List:** A section containing:
  - Actions:** A green 'Add' button and a red 'Remove' button.
  - Variant Name:** A text input field.
- Status :::** A dropdown menu currently showing 'Active'.
- Save:** A button at the bottom right of the form.

5. On the **Variant Master** Screen.

- Select the required Brand Name from the **Brand Name** drop down. (i.e. **Brand Extension** should be Unique and **Variant Name** should be Unique for same combination of **Brand Name, Brand Extension**).
- Enter the required Brand Extension in the **Brand Extension** text box.

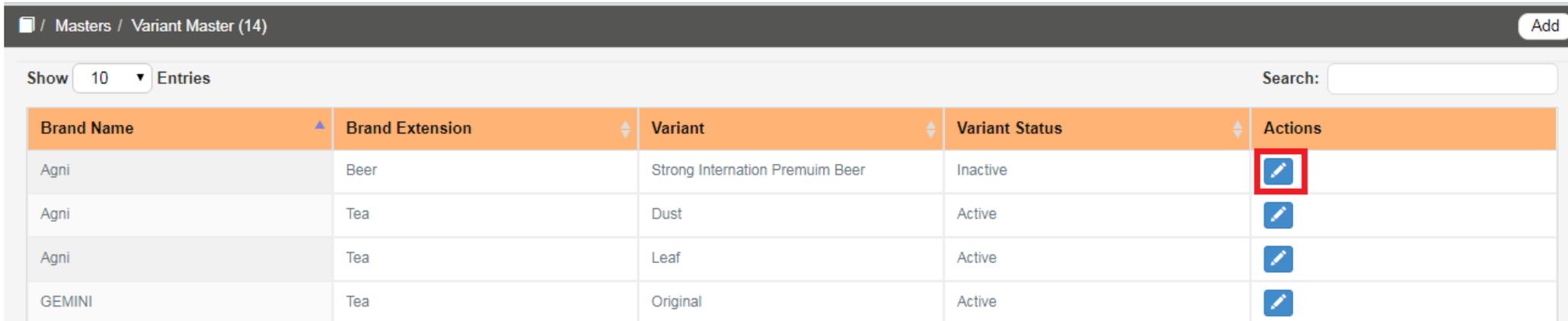


## 6. On the Variant List,

- Enter the required Variant Name from **Variant Name** text box.
- If required user can add multiple Variant Name by clicking  **Add icon**.  
Click **Remove icon**  to remove the added Variant Name from the text box.
- Select the required status from the **Status** drop down.
- Click **Save** to save **Variant Master** details.

## To edit do the following,

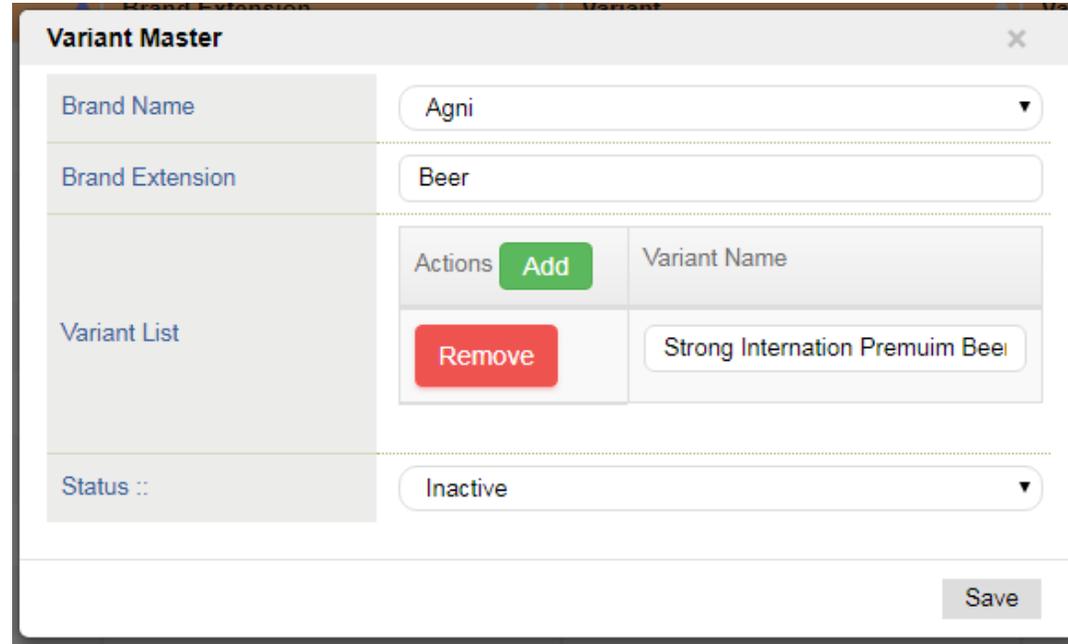
7. Click  Edit icon to edit the **Variant Master**.



Brand Name	Brand Extension	Variant	Variant Status	Actions
Agni	Beer	Strong Internation Premuim Beer	Inactive	
Agni	Tea	Dust	Active	
Agni	Tea	Leaf	Active	
GEMINI	Tea	Original	Active	



8. Once the user clicks the edit icon, the pop up appears as shown below,



The screenshot shows a 'Variant Master' form with the following fields and controls:

- Brand Name:** A dropdown menu with 'Agni' selected.
- Brand Extension:** A text input field containing 'Beer'.
- Variant List:** A table with two columns: 'Actions' and 'Variant Name'.

Actions	Variant Name
<input type="button" value="Add"/>	
<input type="button" value="Remove"/>	Strong Internation Premuim Bee
- Status :::** A dropdown menu with 'Inactive' selected.
- Save:** A button at the bottom right of the form.

9. In the **Variant Master** screen,

- User can change the **Brand Name, Brand Extension, Variant list** and **Status** from the respective drop down. (i.e. **Brand Name, Brand Extension** and **Variant** should be unique).
- Click **Save** to save the **Variant** details.

1. On the Left side of the navigation panel, Click **Printer Master** under the Masters.



2. Once **Printer Master** is clicked, On the right hand **Printer Master**, the screen will appear mention below.



Check List +

Collections +

Masters -

- Substrate Master (18)
- Revision Reason Master (8)
- Post Print Finish Master (22)
- Print Process Master (5)
- Primary Packing Format Master (8)
- Brand Reviewer Mapping (11)
- Printing Method Master (2)
- Variant Master (14)
- » Printer Master (2)**
- Unit Master (11)

/ Masters / Printer Master (2) Add

Show 10 Entries Search:

Printer Name	Printer Location	Status	Actions
RAINBOW GRAPHICS	BARODA	Active	
TPL	NOIDA	Active	

Showing 1 to 2 of 2 entries

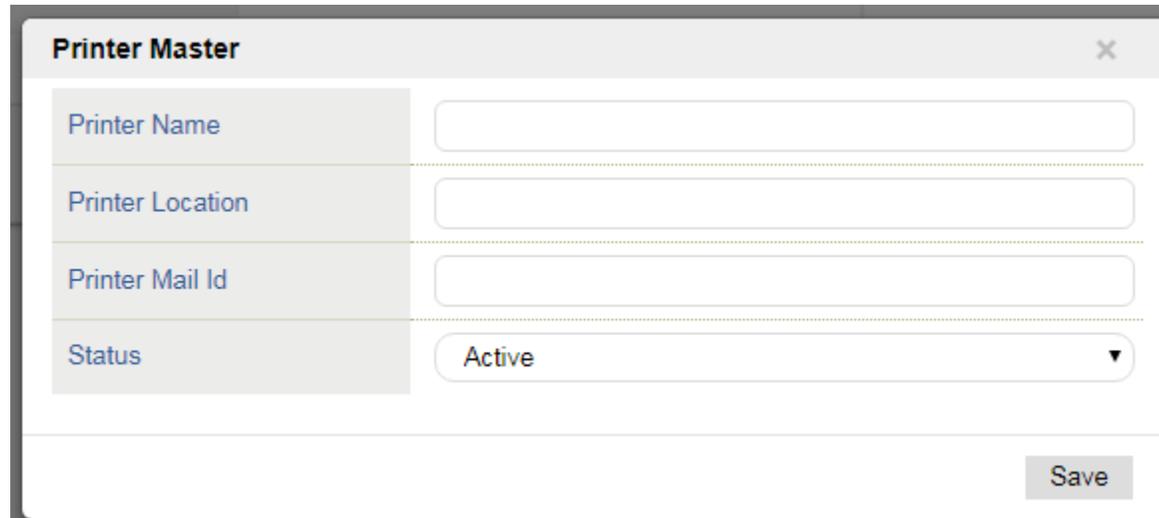
To add **Printer Master** do the following,  
3. Click on **Add** to add a new **Printer**.

/ Masters / Printer Master (2) Add

Show 10 Entries Search:

Printer Name	Printer Location	Status	Actions
RAINBOW GRAPHICS	BARODA	Active	
TPL	NOIDA	Active	

4. Once the user clicks the Add, the pop up appears as shown below

A screenshot of a 'Printer Master' form. The form has a title bar with 'Printer Master' and a close button. It contains four input fields: 'Printer Name', 'Printer Location', and 'Printer Mail Id', each with a text box. The 'Status' field is a dropdown menu currently set to 'Active'. A 'Save' button is located at the bottom right of the form.

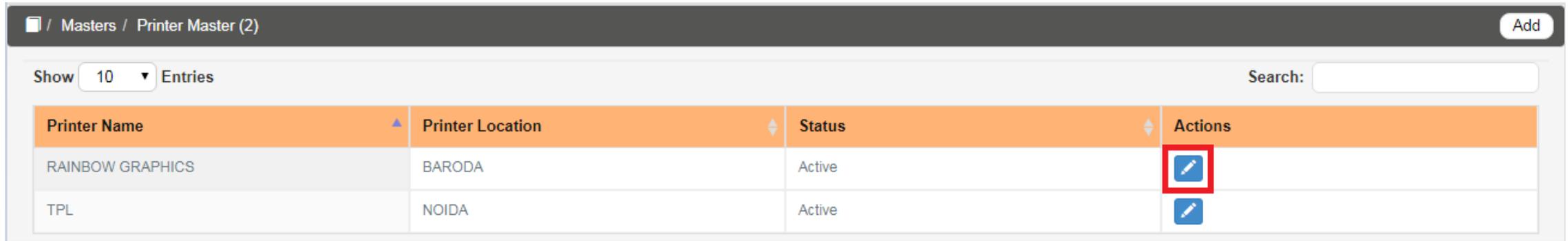
5. On the **Printer Master** Screen.

- Enter the required Printer Name from the **Printer Name** text box. (Should be Unique)
- Enter the required Printer Location from the **Printer Location** text box.
- Enter the required Printer Mail Id from the **Printer Mail Id** text box. (Printer Name should be Unique).
- Select the required status from the **Status** drop down.
- Click **Save** to save **Printer Master** details.



To edit do the following,

6. Click  Edit icon to edit the **Printer Master**.



Printer Name	Printer Location	Status	Actions
RAINBOW GRAPHICS	BARODA	Active	
TPL	NOIDA	Active	

7. Once the user clicks the edit icon, the pop up appears as shown below,



**Printer Master** [Close]

Printer Name: RAINBOW GRAPHICS

Printer Location: BARODA

Printer Mail Id: rgstudio@rainbow.com

Status: Active [Dropdown]

Save

8. In the **Printer Master** screen,

- User can change the **Printer Name, Printer Location, Printer Mail Id** and **Status** from the respective drop down. (i.e. Printer Name and Printer Mail ID should be unique).
- Click **Save** to save the **Printer** details.



## ❖ UNIT MASTER

1. On the Left side of the navigation panel, Click **Unit Master** under the Masters



Masters
Revision Reason Master (5)
Post Print Finish Master (23)
Print Process Master (8)
Primary Packing Format Master (5)
Brand Reviewer Mapping (2)
Printing Method Master (2)
Variant Master (5)
Region Master (25)
Printer Master (2)
» Unit Master (2)

2. Once **Unit Master** is clicked, On the right hand **Unit Master** screen will appear.



Check List +

Collections +

Masters -

- Substrate Master (18)
- Revision Reason Master (8)
- Post Print Finish Master (22)
- Print Process Master (5)
- Primary Packing Format Master (8)
- Brand Reviewer Mapping (11)
- Printing Method Master (2)
- Variant Master (14)
- Printer Master (2)
- » Unit Master (11)

Masters / Unit Master (11) Ad

Show 10 Entries Search:

Unit	Unit Status	Actions
10S	Inactive	
30S	Inactive	
g	Active	
kg	Active	
l	Active	
ml	Active	
N	Active	
oz	Active	
Pieces	Active	
S	Active	

Showing 1 to 10 of 11 entries

Previous 1 2 Next

To add **Unit Master** do the following,  
3. Click on Add to add a new **Unit**.



Home / Masters / Unit Master (11) Add

Show 10 Entries Search:

Unit	Unit Status	Actions
10S	Inactive	
30S	Inactive	
g	Active	
kg	Active	

4. Once the user clicks the Add, the pop up appears as shown below,

**Unit Master** ✕

Unit Name

---

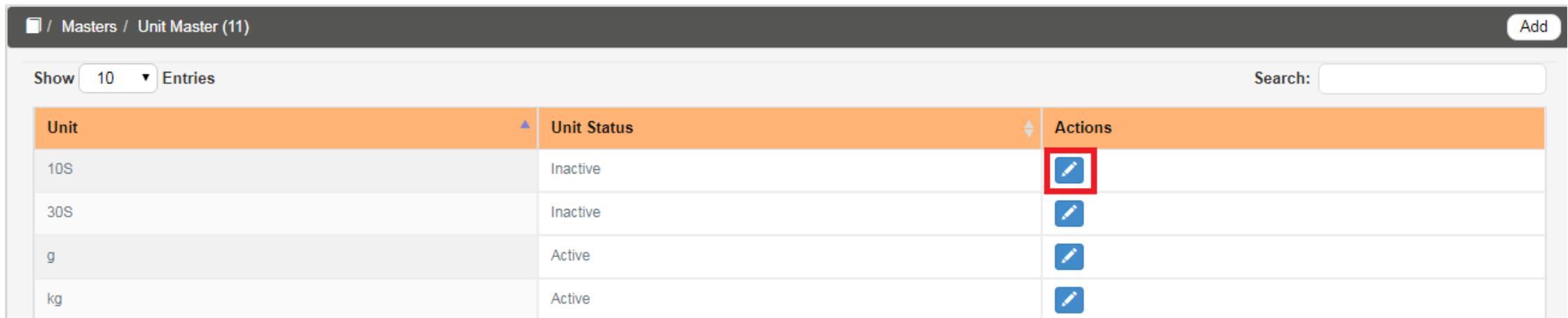
Status Active ▼

## 5. On the **Unit Master** Screen.

- Enter the required Unit Name from the **Unit Name** text box. (Should be Unique)
- Select the required status from the **Status** drop down.
- Click **Save** to save **Unit Master** details.

## To edit do the following,

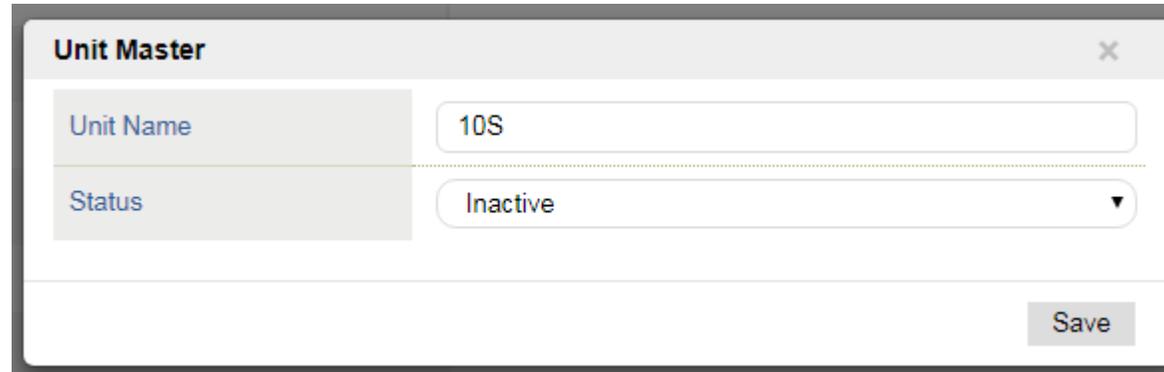
6. Click  Edit icon to edit the **Printer** Master.



The screenshot shows a web interface for managing units. At the top, there is a breadcrumb trail: "/ Masters / Unit Master (11)" and an "Add" button. Below this, there is a "Show 10 Entries" dropdown and a "Search:" input field. The main content is a table with the following data:

Unit	Unit Status	Actions
10S	Inactive	
30S	Inactive	
g	Active	
kg	Active	

7. Once the user clicks the edit icon, the pop up appears as shown below,

A screenshot of a 'Unit Master' pop-up window. The window has a title bar with 'Unit Master' and a close button (X). It contains two input fields: 'Unit Name' with the value '10S' and 'Status' with the value 'Inactive'. A 'Save' button is located at the bottom right of the form.

Field	Value
Unit Name	10S
Status	Inactive

8. In the **Unit Master** screen,

- User can change the **Unit Name** and **Status** from the respective drop down.
- Click **Save** to save the **Unit** details. (i.e. **Unit Name** should be unique).

## ❖ SKU MASTER

1. On the Left side of the navigation panel, Click **SKU Master** under the Masters



2. Once **SKU Master** is clicked, On the right hand **SKU Master** screen will appear.



- Check List +
- Collections +
- Masters -
- Substrate Master (18)
- Revision Reason Master (8)
- Post Print Finish Master (22)
- Print Process Master (5)
- Primary Packing Format Master (8)
- Brand Reviewer Mapping (11)
- Printing Method Master (2)
- Variant Master (14)
- Printer Master (2)
- Unit Master (11)
- » SKU Master (24)

Masters / SKU Master (24)
Add

Show 10 Entries Search:

Brand Name	Brand Extension	Variant	SKU	Sku Unit	Status	Actions
Agni	Tea	Dust	500	g	Active	
Agni	Tea	Leaf	500	g	Active	
GEMINI	Tea	Original	2	kg	Active	
GEMINI	Tea	Original	25	kg	Active	
Leo	Tea	Blue	500	g	Active	
Leo	Tea	Red	25	g	Active	
TATA Tea Gold	Tea	Leaf	250	g	Active	
TATA Tea Gold	Tea	Dust	1	kg	Active	
TATA Tea Gold	Tea	Dust	250	g	Active	
TATA Tea Leaf	Tea	Leaf	100	g	Active	

Showing 1 to 10 of 24 entries Previous 1 2 3 Next

To add **SKU Master** do the following,  
 3. Click on Add to add a new **SKU Name**.



Masters / SKU Master (24) Add

Show 10 Entries Search:

Brand Name	Brand Extension	Variant	SKU	SKU Unit	Status	Actions
Agni	Tea	Dust	500	g	Active	
Agni	Tea	Leaf	500	g	Active	
GEMINI	Tea	Original	2	kg	Active	
GEMINI	Tea	Original	25	kg	Active	

4. Once the user clicks the Add, the pop up appears as shown below,

**SKU Master** ×

Brand Name

Brand Extension

Variant

Actions	SKU Name	SKU Unit
<input type="button" value="Add"/>		
<input type="button" value="Remove"/>	<input type="text"/>	<input type="text" value="--Selc"/>

Status ::



5. On the **SKU Master** Screen.

- Enter the required **Brand Name, Brand Extension, Variant** from the respective drop down. (i.e. For unique combination of **Brand Name, Brand Extension** and **Variant, SKU Name & Unit** should be unique).

6. On the SKU List,

- Enter the required SKU Name in the **SKU Name** text box. Select the SKU Unit from the **SKU unit** drop down.
- If required user can add multiple SKU Name and SKU Unit by clicking **Add**  button .
- If not required user can remove the SKU Name and SKU Unit by clicking **Remove** button. 
- Select the required status from the **Status** drop down.
- Click **Save** to save **SKU Master** details.

**To edit do the following,**

7. Click  Edit icon to edit the **SKU Master**.



Masters / SKU Master (24) Add

Show 10 Entries Search:

Brand Name	Brand Extension	Variant	SKU	SKU Unit	Status	Actions
Agni	Tea	Dust	500	g	Active	
Agni	Tea	Leaf	500	g	Active	
GEMINI	Tea	Original	2	kg	Active	
GEMINI	Tea	Original	25	kg	Active	

8. Once the user clicks the edit icon, the pop up appears as shown below,

### SKU Master

Brand Name: Agni

Brand Extension: Tea

Variant: Dust

SKU List

Actions	SKU Name	SKU Unit
<input type="button" value="Add"/>		
<input type="button" value="Remove"/>	500	g

Status: Active



9. In the **SKU Master** screen,

- User can change the **Brand Name, Brand Extension, Variant, SKU, SKU Unit** and **Status** from the respective drop down.
- Click **Save** to save the **SKU** details.

