User Manual

of

ONLINE BILLING SYSTEM

for

Developed & implemented by:

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Overview

This system enables Shipping Agents to observe their billing information via online. This end to end solution integrates with Terminal Management Software.

The basic features are given below:

- Only approved bills will directly upload in the online

- Shipping agents will check those online unpaid bills

- Paid bills are stored in the **ARCHIVE**

- Any objection can be raised through Objection Button about bills purpose

System Requirements:

- Google Chrome
- Adobe Acrobat Reader
- Java

Note: Above are the prime requirements to run the application in any computer

LOGIN Screen:
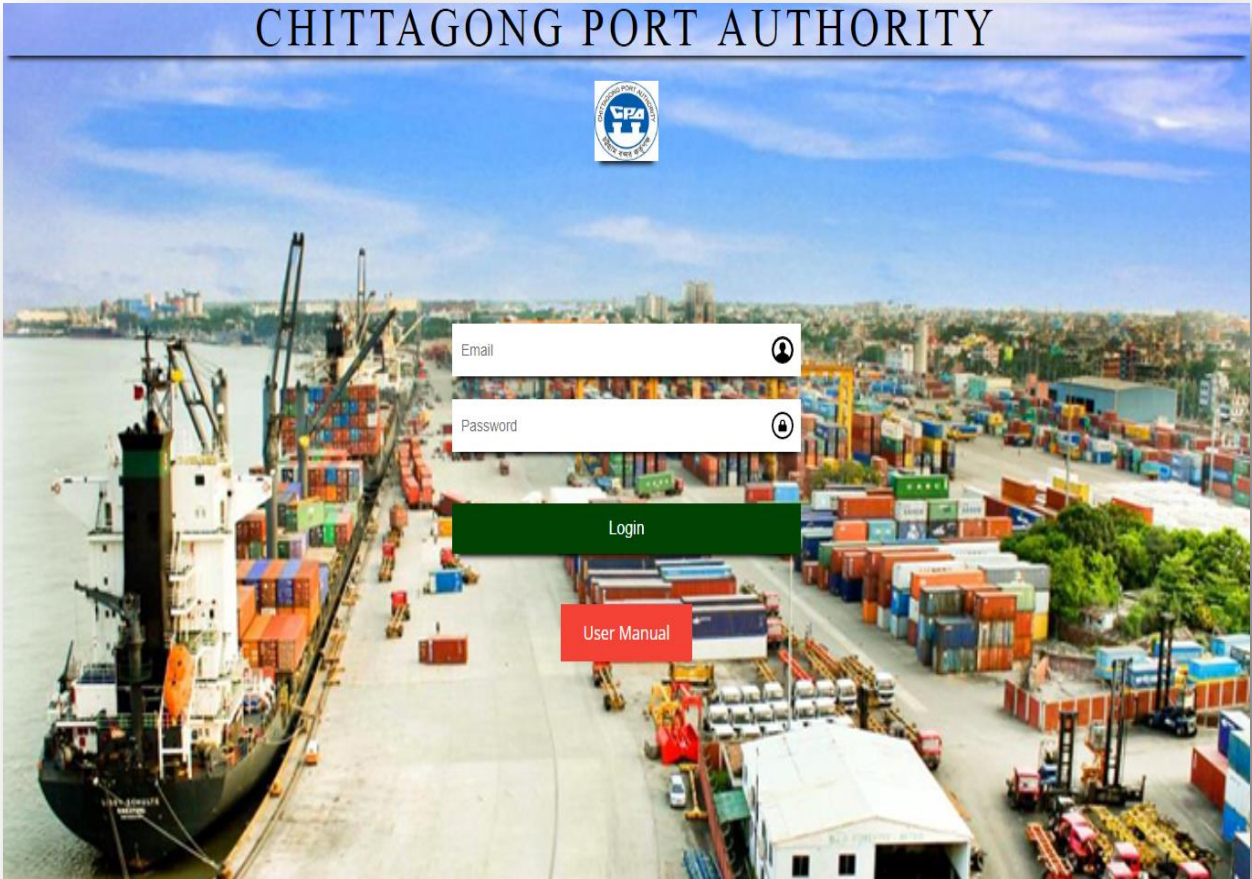
User must have an E-Mail Address and a password.. Such as,

Email : ********
Password : ********

➢ Click on **Login** button

ONLINE BILLING SYSTEM

Archive

Data-Sheet

Bill Report

Any Objection

Screen: Home Screen

Description

There are various fields such as:

- Bill No, Bill Date, Bill Nature, Registration No, MLO Code
- EXC(Exchange) Rate, Total, Bank Status and Report

Navigation

- Here *Unpaid Bills* are shown
- Click on **Bill Report** button (To see the details information of any particular bill)
- Click on **Data-Sheet** button (To see the support information of any particular bill)

If shipping agent has any complaint against any particular bill

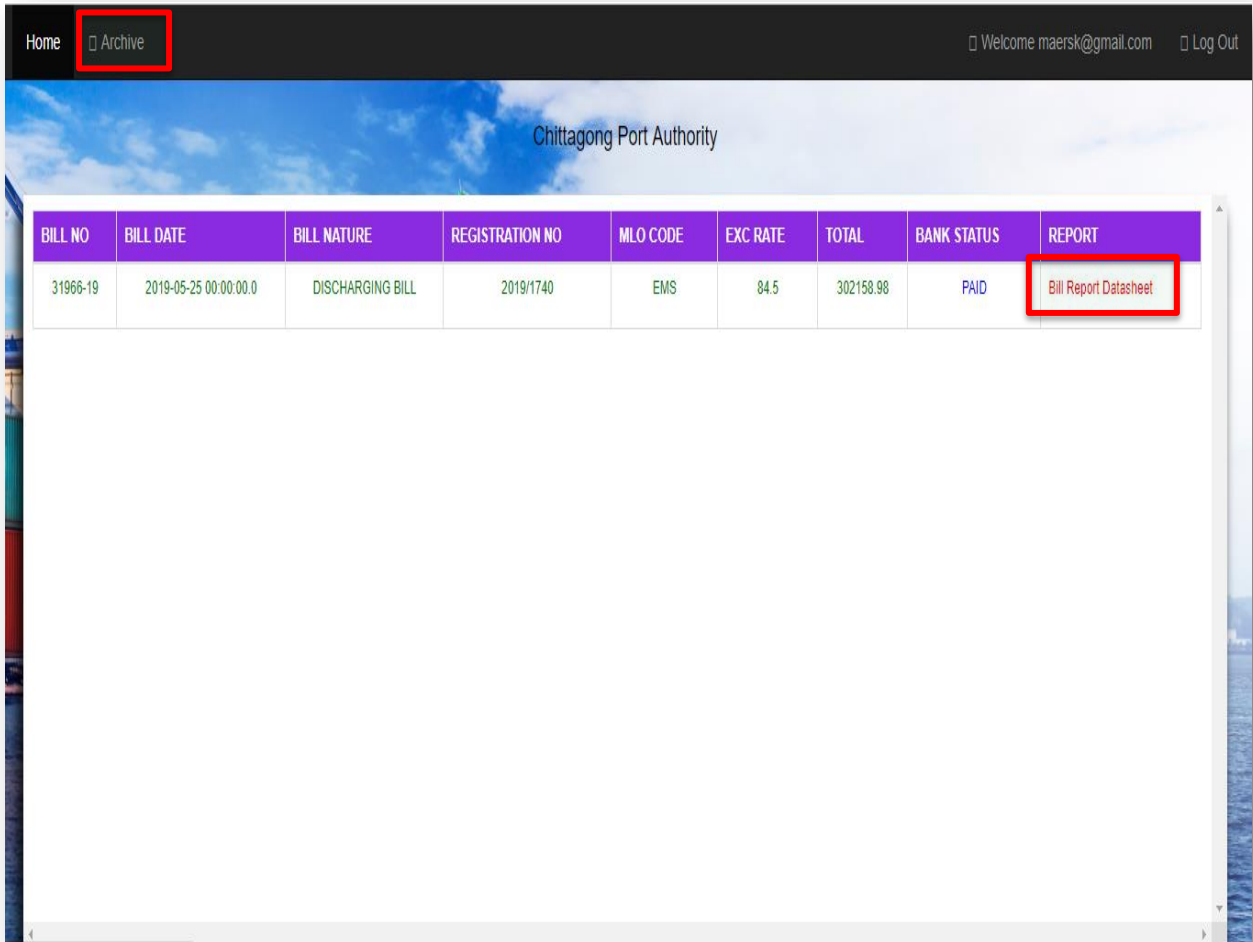- Click on **Any Objection** button

- **Remarks**: Type manually
- Click on **Save**
- Click on **Cancel** button to exit the form

Nota Bene:

Once an objection is filed against any particular bill, then that bill will automatically upload in the Terminal Management Software
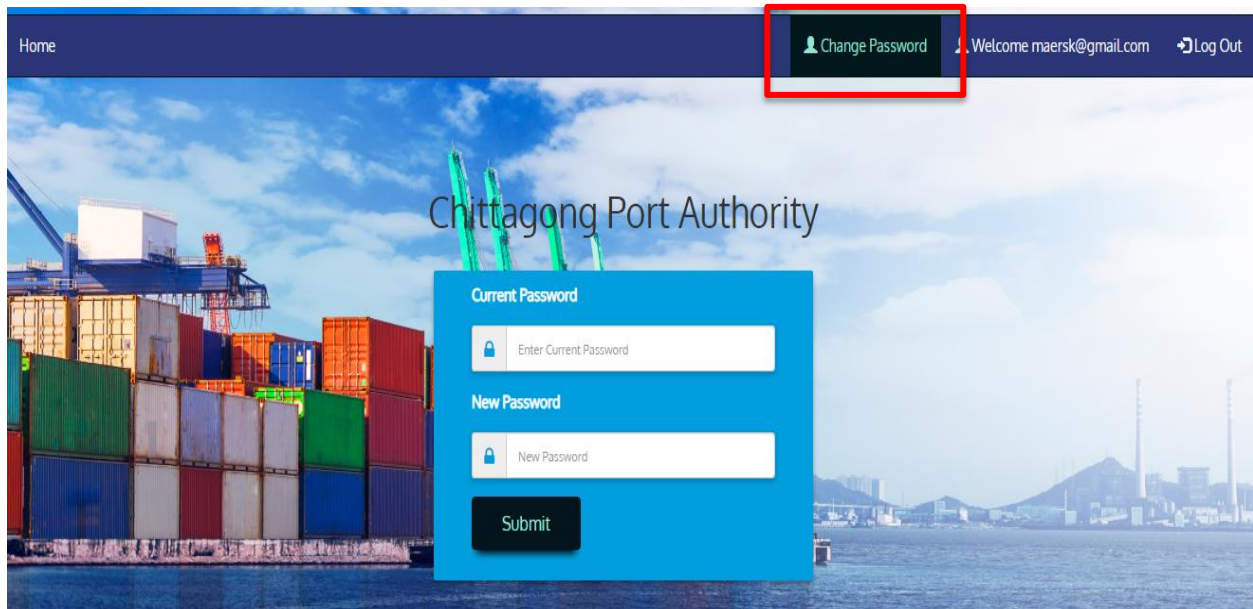
If any shipping agent wants to see the paid bill list

- Click on **Archive** button

If any shipping agent wants to change password

Screen: Change Password

Navigation

- **Current Password**: Type manually
- **New Password**: Type manually
- Click on **Submit** button