

USER MANUAL FOR BRANCH MANAGEMENT SYSTEM (BMS)

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Functionality:

Note: The screenshot and filled details are only for your reference.

1.Branch Master:

This master is used to add new branches and manage all branches.

Steps:

Add new branch click on "Add" button

Branch Name* Fill all the mandatory fields (Marked * fields are mandatory) BR/2022/30205 admin.proses@yopmail.com TestVadodara Code*: Branch code will be automatically generated by the system. 9898989898 kumar@test.com Email*: Enter a unique branch email address which is not used in ISCCM membership, Institute, branch, employee, video user etc. Password*: Enter the password it will be the branch login password. Gujarat 390005 Dr. Rahul Shukla Pdf Upload: You can attach a pdf document of the branch. Click on Add button to upload Images with Title. 9898989898 Choose file No file chosen rahul@test.com Choose file No file chosen • About us: Enter the "About us" for the branch. BIUS *** Φ H1 H2 E E X2 X2 E E → ¶ Normal + Normal + A A SansSerif + E Ix % D □



• Executive Committee : Enter the Executive Committee details, which will be displayed on the website of ISCCM. B I U S 79 40 H1 H2 E E X2 X2 E E 1 Normal ≎ Normal ≎ A M SansSerif ≎ E Ix % D 🖪 🖪 Chairman - Dr Rajesh J.S-<u>rajesh_t72@yahoo.com</u> -8086000121 Secretary - Dr Amith Sreedharan - <u>dr.amithsreedharan@gmail.com-</u> 9447378498 1. Dr Nived K. • News/Events : Enter News and Events details (if any) BIUS 99 40 H1 H2 E E X2 X2 E E 1¶ Normal ≎ Normal ≎ A MA SansSerif ≎ E Ix % MA 🖪 • **Meetings**: Enter the meeting details (if any) BIUS 19 40 HaHz EE X2 X2 EE Normal ONORMAL A M SansSerif E Zx % M E And Click on the "Save" button to Add a new branch. Once Saved Branch data, Branch users can login through branch email and password. You can see the list of all branches. And can view, edit, delete, InActive (if you have permission). Save Cancel



2.Branch Profile

This option is used to view and update branch profiles.

Steps:

If you are an ISCCM Employee, Select Branch Name to show/update branch profile.

If you are a branch (means login through branch credentials), you can view your own profile but you cannot update any details. If you want to update branch profile please send an email to membership@isscm.org

3. Branch Bank Details

This option is used to add multiple bank details of Branch.

Steps:

Click on "Add" button to add new bank details -

- Fill all the mandatory fields (Marked * fields are mandatory)
- Upload copy of Cancel Cheque.
- Click on the "Save" button to save bank details.
- Once saved bank details, you can see the list of all added bank details.
- If any bank details you are not using, Go to edit option and change status ON to OFF and click on the "Update" button.





4.Branch Member

This option is used to see the list of Branch members (Pending + Approved).

Steps:

- Here you can see the list of Branch members.
- You can export the list using the "Export" button (if you have permission)
- You can filter the data using the "Show filter" button.
- You can send emails to members using the "Actions" button (If you have permission)



5.Branch Committee Member

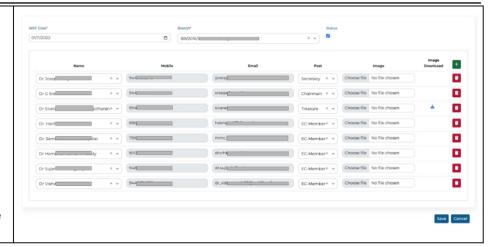
This option is used to set branch committee members, you can maintain all the history of the committee from this page.

Steps:



Click on "Add" button to add new committee

- Fill all the mandatory fields (Marked * fields are mandatory)
- Select WEF Date*: Select the date of Effective committee date
- Select Branch name* If you are a branch it will be auto-selected.
- Click on "+" button to add committee members
- Select branch members by typing name.
- Once a selected branch member, Mobile, Email will be auto filled.
- Select the post and upload image then click on "+" button to add another branch member.
- After adding all the committee members, click on the "Save" button to save the committee.
- You can add multiple committees WEF (With Effective From) date wise.
- You can see the list of all committees. And can view, edit, delete, InActive (if you have permission).



6.Branch Activity

This option is used to add branch activities.

Steps:

Click on "Add" button to add new activity

- Fill all the mandatory fields (Marked * fields are mandatory)
- Select Branch, Enter Title, Upload pdf file
- Click on the "+" button to add multiple images.
- Click on the "Save" button to save activity.
- You can see the list of all activities. And can view, edit, delete, InActive (if you have permission).





7.Branch Annual Report

This option is used to add branch Annual Report.

Steps:

Click on "Add" button to add new Annual Report

- Fill all the mandatory fields (Marked * fields are mandatory)
- Select Branch, Enter Title, Enter Years (Ex. 2021-2022).
- Click on the "+" button to add multiple files.
- Click on the "Save" button to save activity.
- You can see the list of all annual reports. And can view, edit, delete, InActive (if you have permission).



8.Branch Election Report

This option is used to add Branch Election Report.

Steps:

Click on "Add" button to add new Branch Election Report

- Fill all the mandatory fields (Marked * fields are mandatory)
- Select Branch, Enter Title, Enter Years (Ex. 2021-2022).
- Click on the "+" button to add multiple files.
- Click on the "Save" button to save the election report.
- You can see the list of all election reports. And can view, edit, delete, InActive (if you have permission).





9.Branch Audited Accounts

This option is used to add Branch Audited Accounts Report.

Steps:

Click on "Add" button to add new Audited Account Report

- Fill all the mandatory fields (Marked * fields are mandatory)
- Select Branch, Enter Title, Financial Year (Ex. 2021-2022).
- Click on the "+" button to add multiple files.
- Click on the "Save" button to save activity.
- You can see the list of all audited account reports. And can view, edit, delete, InActive (if you have permission).

