



Consolidated Reporting Tool

# User Manual

Of

# Make My Report.com

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# Contact user Login

## 1. Introduction

This is a tool for Communication, which shall help you to collect the data from the ground level offices at any point of time. Moreover, such datasets readily available at your demand on click a button. An innovative data storage and management technology has inbuilt provision for periodical updating, creation of information / data as per requisite Performa/Format. It shall be very useful for Top & Middle management, Corporate Planning Department, Project Monitoring Department and Regional Offices etc.

Hence, availability of information, right data in quickest possible time saves considerable time of top management as well as facilitates in faster and right decision. The report formats will be designed and it would be mapped to the respective subordinate users in advance. Report recurrence will be configured in a Daily/Weekly/monthly /quarterly/yearly manner. System will automatically send sms & email reminder to the respective offices for submitting the report on the scheduled time. Upon submission of data from ground, you will be finding the consolidated report on regular time interval.

This web based system will bring in an electronic environment and will connect all your subordinate office through this e-report intranet network. Followed by that, user id and passwords will be given to all the sub ordinate offices under your administrative control. In case you want mobile based reporting, then mobile number also has to be registered.

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This will help you having your reports compiled automatically without doing much follow ups & compilation exercise. You can also see the reporting status of your ground offices.

## 2. Purpose of user manual

This User Manual contains all essential information for the user to make full use of the application. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

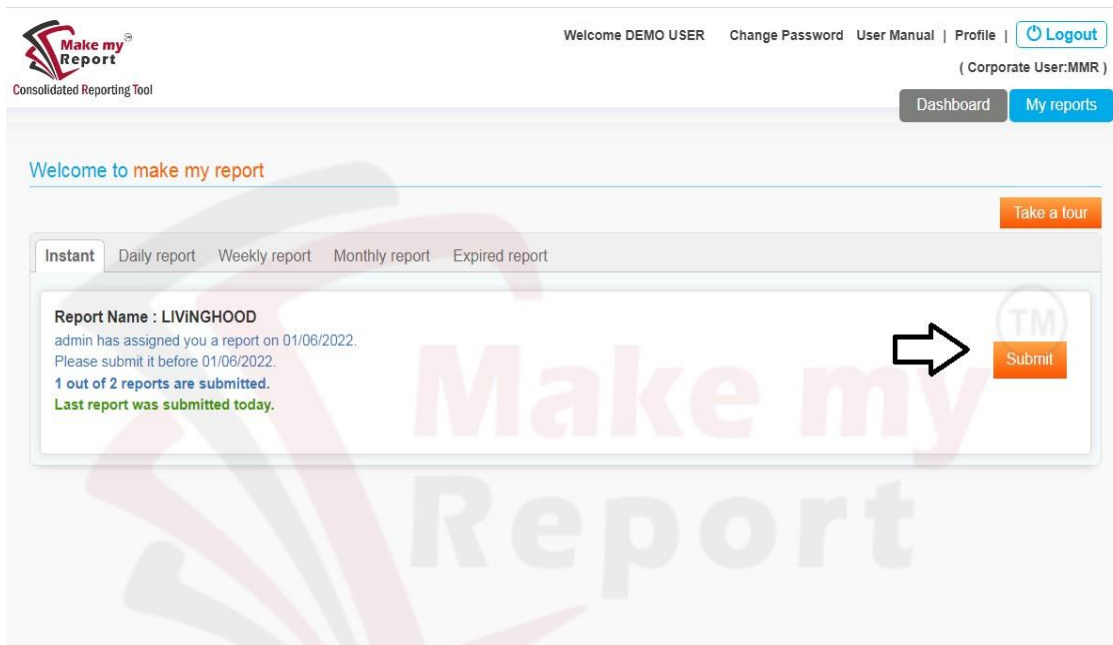
### 3. Login to the system

The screenshot displays the 'CORPORATE SIGN IN' interface. At the top left, the 'Make my Report' logo is accompanied by the text 'Consolidated Reporting Tool'. To the right, there are two blue buttons: 'FREQUENTLY ASKED QUESTION' and 'CONTACT USER MANUAL'. The main content area contains a white box with the title 'CORPORATE SIGN IN'. Inside this box, there are three input fields: 'Enter Corporate ID' (with a briefcase icon), 'Enter User Name' (with a person icon), and 'Enter Password' (with a lock icon). Above the 'Enter User Name' field, there are two buttons: 'Login With Password' and 'Login With OTP'. Below the 'Enter Password' field, there is a green 'LOGIN' button and a blue 'Forgot Password' link.

(Fig. MMR 1: Displaying the **Login screen** of Make My Report)

1. Type the given URL in address bar or user can directly login through the email link auto-generated at the time of user add .
2. Press enter from keyboard; a window appears displaying the login page of Make My Report (*as shown in fig. MMR 1*).
3. Type the user id, password & click on login button.
4. As a result the user logon to the Make My Report application. On successful login the MMR home page will be displayed.

## 4. Dashboard



(Fig. MMR 2: Displaying the **dashboard view** of Make My Report)

1. After login to the system it will open the dashboard page.
2. This page will show the list of assigned reports with all details like report name, report assigned date, report submission date and a status of submission.
3. There are others tabs in this page as, **Instant, Daily report, Weekly report** and **Monthly report, Expired report**.
4. Click on required tab which you want to open with the assigned report.
5. Click on submit button to **submit** the report.
6. Click on **Take a tour** button to check the user guide on using of make My Report.

## 5. Submit a Report



### Submit a report

Report Name:    Assign From Date:    Assign To Date:    [Search](#)   [Reset](#)

#	Report Name	Description of the Report	Report Type	Assigned By	Date of Receipt Report	Last Date of Submission	Action	Reject Report	Recent Submission
1	Test	Test	Daily 0 out of 4 reports are submitted.	admin	06/06/2022	08/06/2022	<a href="#">Submit</a>	<a href="#">Reject</a>	
2	LIVINGHOOD	Sample data	Once 1 out of 2 reports are submitted.	admin	06/06/2022	08/06/2022	<a href="#">Submit</a>		<a href="#">View</a>
3	DEMO	DEMO	Once 0 out of 2 reports are submitted.	admin	01/06/2022	02/06/2022		You have rejected this report.	

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

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(Fig. MMR 3: Displaying the **submit button** in submit a report page)

Test

(Fields marked with \* are mandatory)

Back

TEXT BOX \* :

TEXT AREA \* :

RADIO BUTTON \* :  OPTION 1  OPTION 2

CHECK BOX \* :  OPTION 1  
 OPTION 2

DROP DOWN \* : --Select--

DATE \* :

FILE UPLOAD \* :  No file chosen  
Allowed extensions are doc, docx, xls,xlsx, pdf, png, gif, jpg, jpeg, gif, rar, zip, txt  
Allowed Maximum File Size is 4 Mb

E-mail \* :

Numeric \* :

Money \* :

PIN \* :

Address \* :

(Fig. MMR 4: Displaying the **assigned report page** for submission)

1. To submit the assigned report, click on the submit button in dashboard page or go to My Report menu and click on submit a report submenu (*as shown in fig. MMR3*).  
**Or** user can submit the assigned report from the email link at the time of report assigned.
2. After click on submit button the assigned report page will be opened (*as shown in fig. MMR4*).
3. Fill up all fields in assigned report and click on submit button.
4. All red star mark fields are mandatory fields, which can be left blank.
5. After click on submit button, form will be submitted to the admin user and admin user can view the report.
6. *Once submit the report you cannot reject the report.*
7. *Once submit the report you can view and edit the report, until the submission date has not been crossed.*

## 6. Reject a Report

Make my Report  
Consolidated Reporting Tool

Welcome DEMO USER    Change Password    User Manual | Profile | [Logout](#)  
( Corporate User:MMR )

[Dashboard](#)    [My reports](#)

### Submit a report

Report Name:     Assign From Date:     Assign To Date:     [Search](#)    [Reset](#)

#	Report Name	Description of the Report	Report Type	Assigned By	Date of Receipt Report	Last Date of Submission	Action	Reject Report	Recent Submission
1	Test	Test	Daily 0 out of 4 reports are submitted.	admin	06/06/2022	08/06/2022	<a href="#">Submit</a>	<a href="#">Reject</a>	
2	LIVINGHOOD	Sample data	Once 1 out of 2 reports are submitted.	admin	06/06/2022	08/06/2022	<a href="#">Submit</a>		<a href="#">View</a>
3	DEMO	DEMO	Once 0 out of 2 reports are submitted.	admin	01/06/2022	02/06/2022		You have rejected this report.	

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

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(Fig. MMR 5: Displaying the **assigned report page for rejection**)

test

**Reason for Rejection**

[Submit](#)

(Fig. MMR 5.1: Displaying the **reason for rejection page to reject a report**.)



1. To reject an assigned report, go to My Report menu and click on submit a report submenu (as shown in fig. MMR5).
2. Click on the reject button and then it will open a pop up window (as shown in fig. MMR5.1).
3. Fill up the reason for rejection text box and click on submit button.
4. After reject a report, admin user can view the report rejection with reason.
5. Once you reject the report, you cannot submit it again.

## 7. View and Edit a Report

Make my Report  
Consolidated Reporting Tool

Welcome DEMO USER | Change Password | User Manual | Profile | Logout  
(Corporate User:MMR)

Dashboard | My reports

Submit a report

Report Name: --All-- | Assign From Date: | Assign To Date: | Search | Reset

#	Report Name	Description of the Report	Report Type	Assigned By	Date of Receipt Report	Last Date of Submission	Action	Reject Report	Recent Submission
1	Test	Test	Daily 0 out of 4 reports are submitted.	admin	06/06/2022	08/06/2022	Submit	Reject	
2	LIVINGHOOD	Sample data	Once 1 out of 2 reports are submitted.	admin	06/06/2022	08/06/2022	Submit		View
3	DEMO	DEMO	Once 0 out of 2 reports are submitted.	admin	01/06/2022	02/06/2022			You have rejected this report.

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

(Fig. MMR 6: Displaying the view button to view a report.)

### View submission of LIVINGHOOD

#### Select Your Fields (Report Fields)

Check All    Uncheck All

#### Select Fields

NAME..    ADDRESS..    Mobile Number..

[Search](#)   [Back](#)

#	Submission Date	NAME	ADDRESS	Mobile Number	Edit	Delete
1	06/06/2022	Sujit	Bhubaneswar	9900990099	<a href="#">Edit</a>	<a href="#">Delete</a>

(Fig. MMR 7: Displaying the **Edit button** to edit a report.)

### LIVINGHOOD

(Fields marked with \* are mandatory)

NAME \* :

ADDRESS \* :

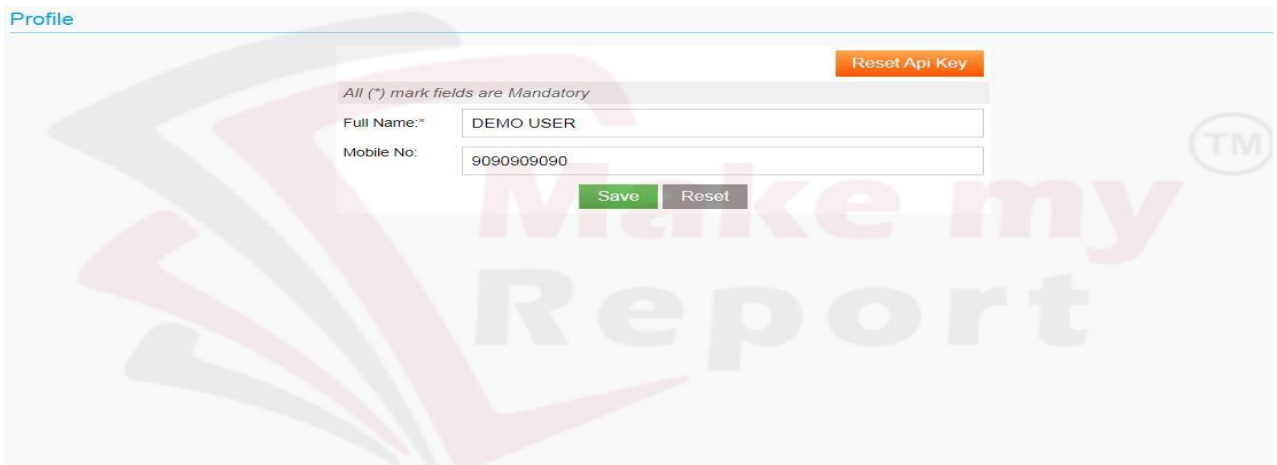
Mobile Number \* :

[Update](#)

(Fig. MMR 8: Displaying the **Update button** to edit and update a report.)

1. To view an assigned report, go to My Report menu and click on submit a report submenu, then click on view button (*as shown in fig. MMR6*).
2. **User can't view the report until the report has not been submitted.**
3. After click on view button, it will open a view submission page with two buttons as edit and delete.
4. Click on edit button to edit a submitted report (*as shown in fig. MMR7*).
5. After click on edit button, it will open the submitted report.
6. Now edit the required field and click on update button (*as shown in fig. MMR8*).
7. **Once the report submission date will be crossed, then you cannot edit the report.**
8. In select fields user can check and uncheck the fields to get the column in report accordingly.

## 8. Update Profile



Profile

Reset Api Key

All (\*) mark fields are Mandatory

Full Name:\* DEMO USER

Mobile No: 9090909090

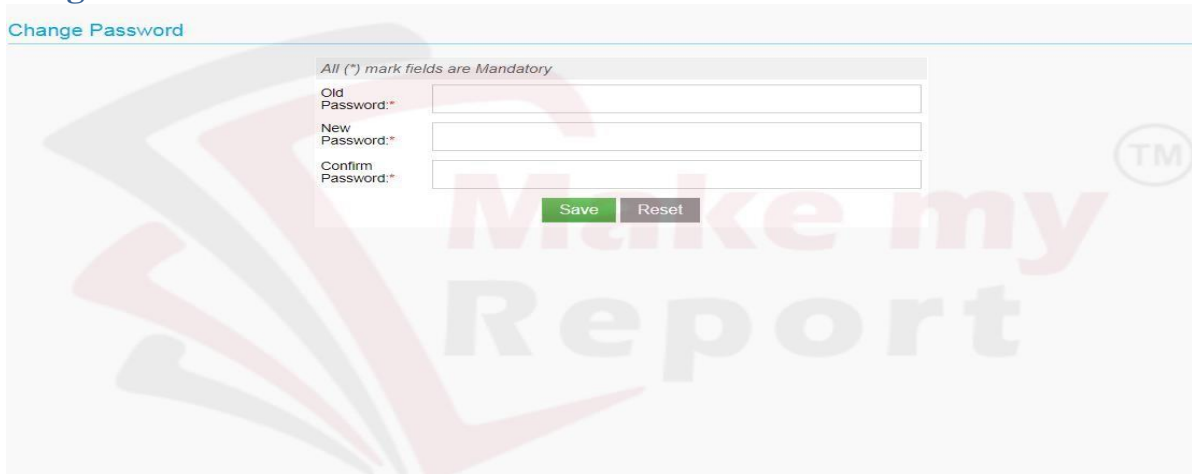
Save Reset

Make my Report™

(Fig.MMR 9: Displaying the *profile details page* to edit and update a profile)

- To edit the profile details of a user, click on the profile link on top right corner of the web page (*as shown in Fig. MMR 9*).
- Edit the required field and click on save button to save the record
- Click on reset button to refresh the fields.

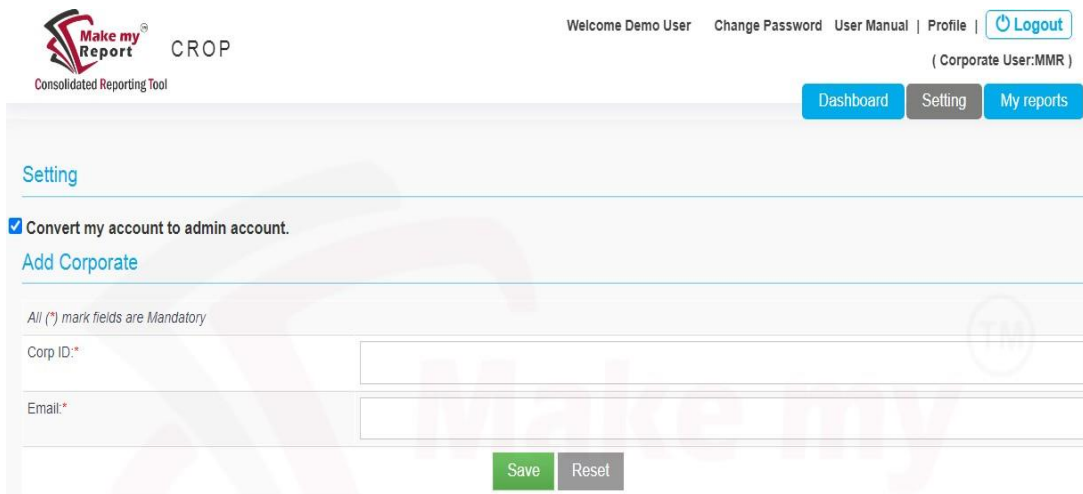
## 9. Change Password



(Fig. MMR 10: Displaying the **change password** page)

- To change the password click on the profile link on top right corner of the web page (as shown in Fig. MMR 10)
- Fill up old password, new password and confirm password field, then click on save button
- Once the password will be changed, system will not allow to login with old password

## 10. Settings



(Fig.MMR 11: Display the account conversion to Admin for new corp)

- Click on setting menu on top right corner of the web pages(as shown in Fig.MMR 11)
- Check the check box for convert my account to admin account
- Fill up the **Corp ID** and **Email** field ,Then click on **save** button for successful creation of new corp ID .
- This will control by the admin of that corporate.