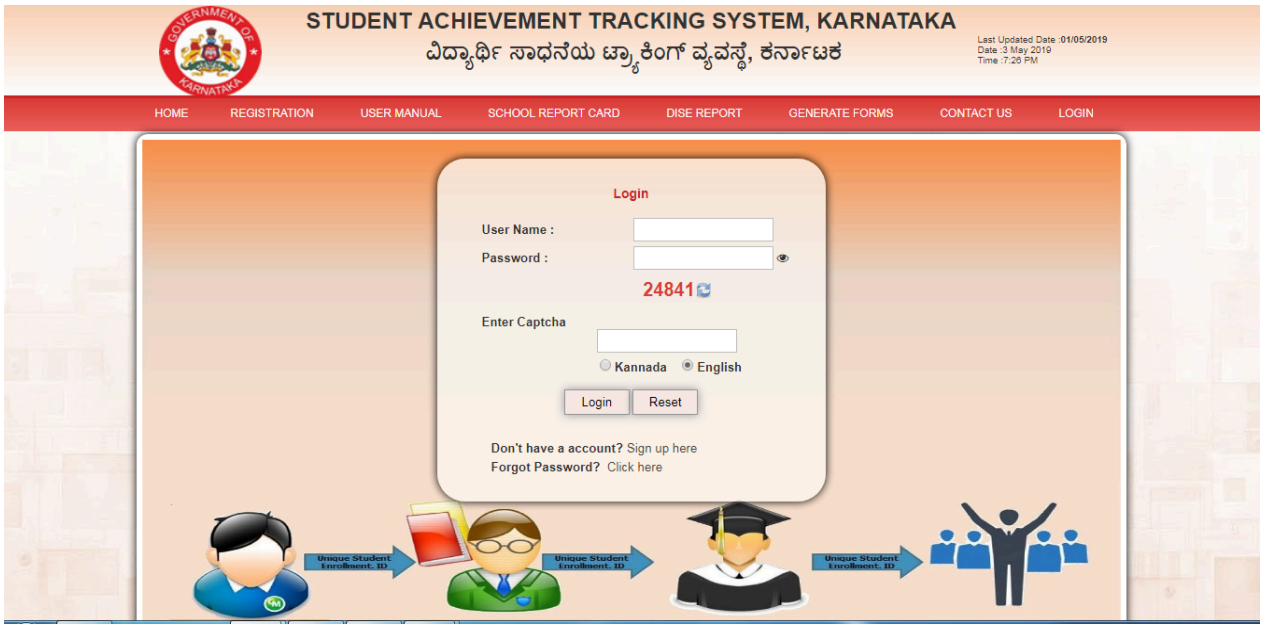
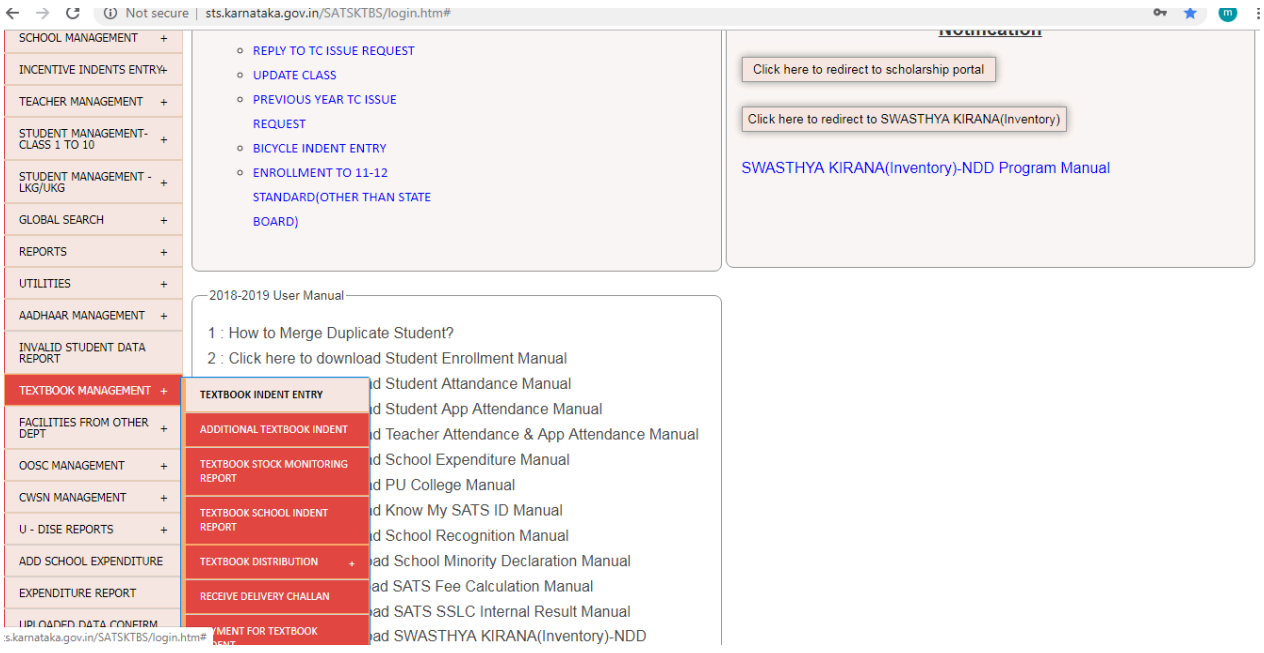
Textbook Indent - Schools

For Indent from School

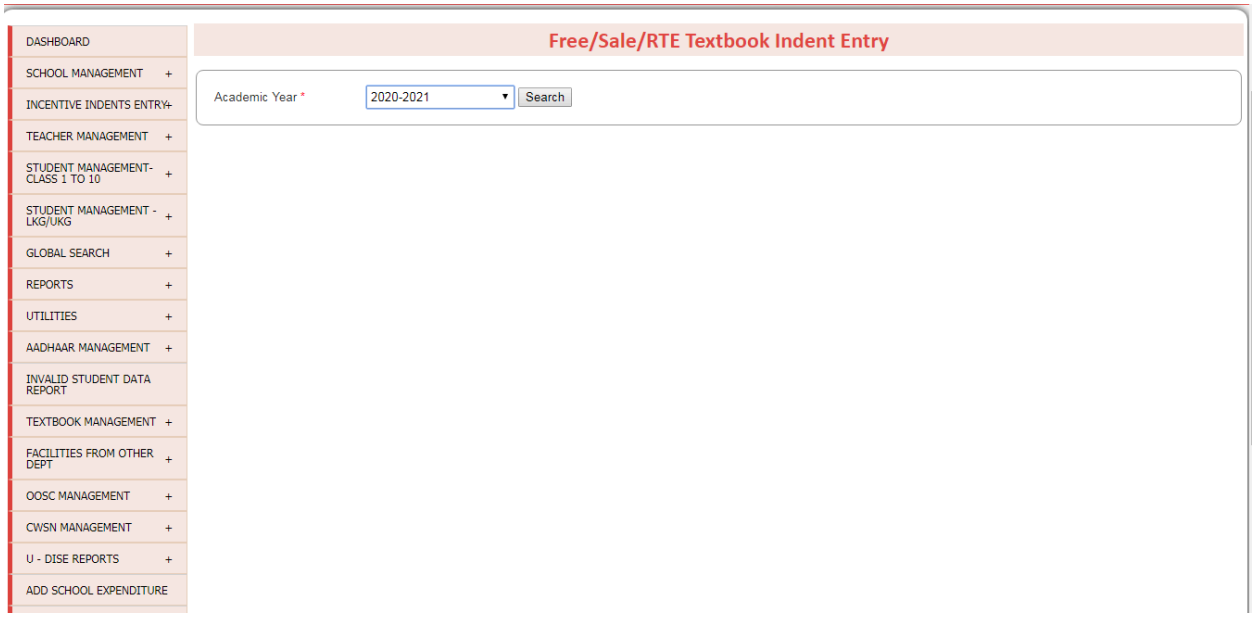
Login as **School HM**: User id and Password



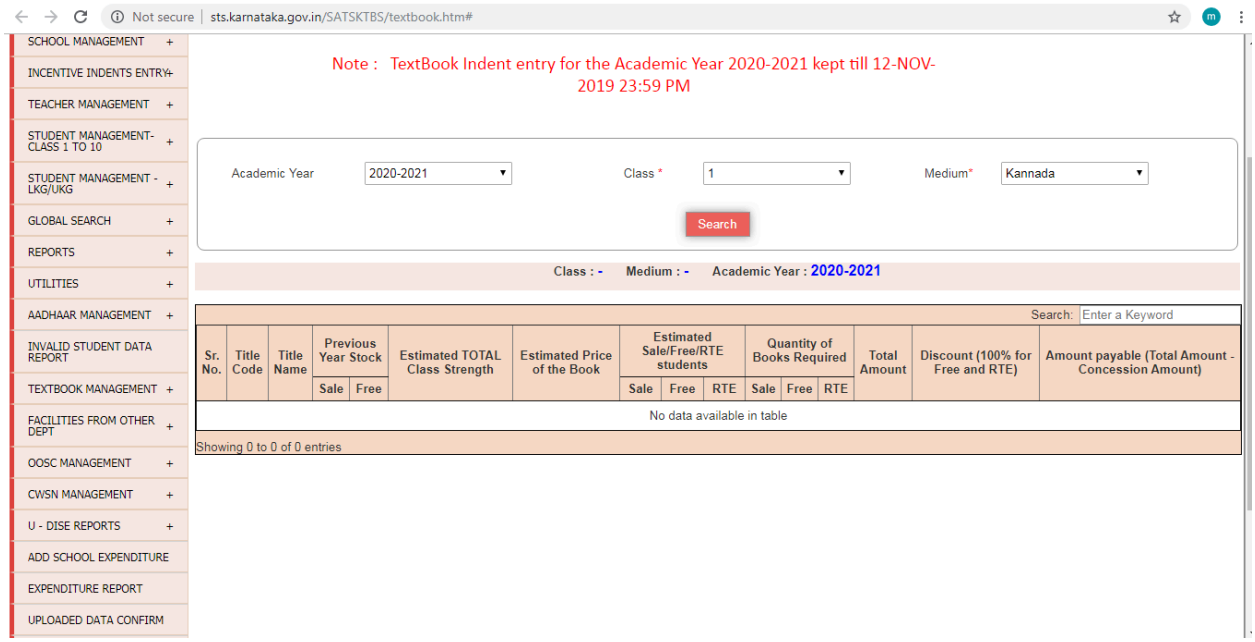
Go To **Textbook Management** -- >**Textbook Indent Entry**



Select **Academic Year**(2020-21) from dropdown list and click **Search**



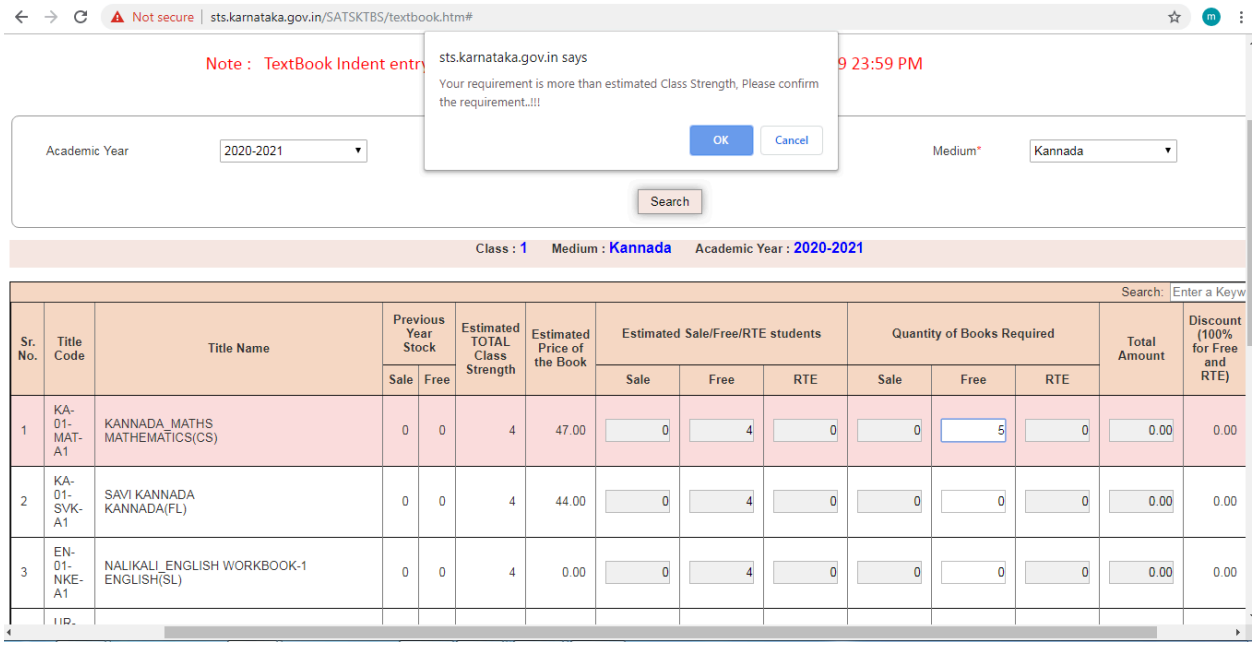
Select **Class, Medium**from dropdown listand click **Search**



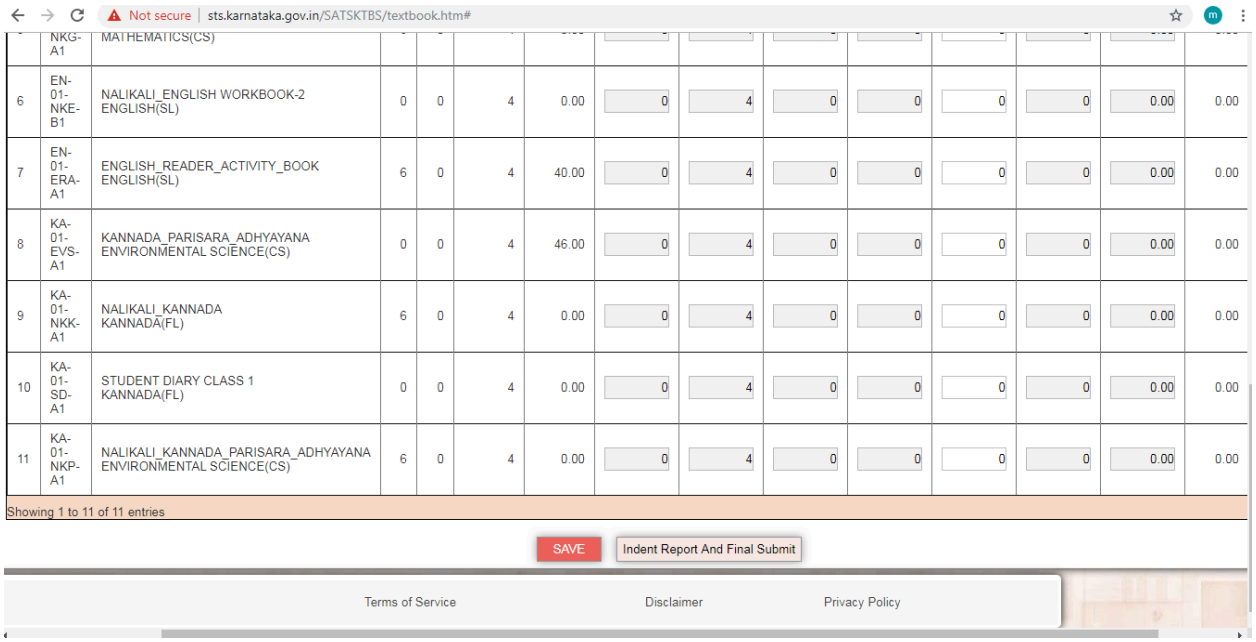
Based on the school management the text book Indent Entry screen will be either FREE, FREE/SALE or FREE/SALE/RTE.

Based on class strength, the estimated students will appear, User can enter the exact quantity of indent requiredmanually In **Quantity of Books Required** column.

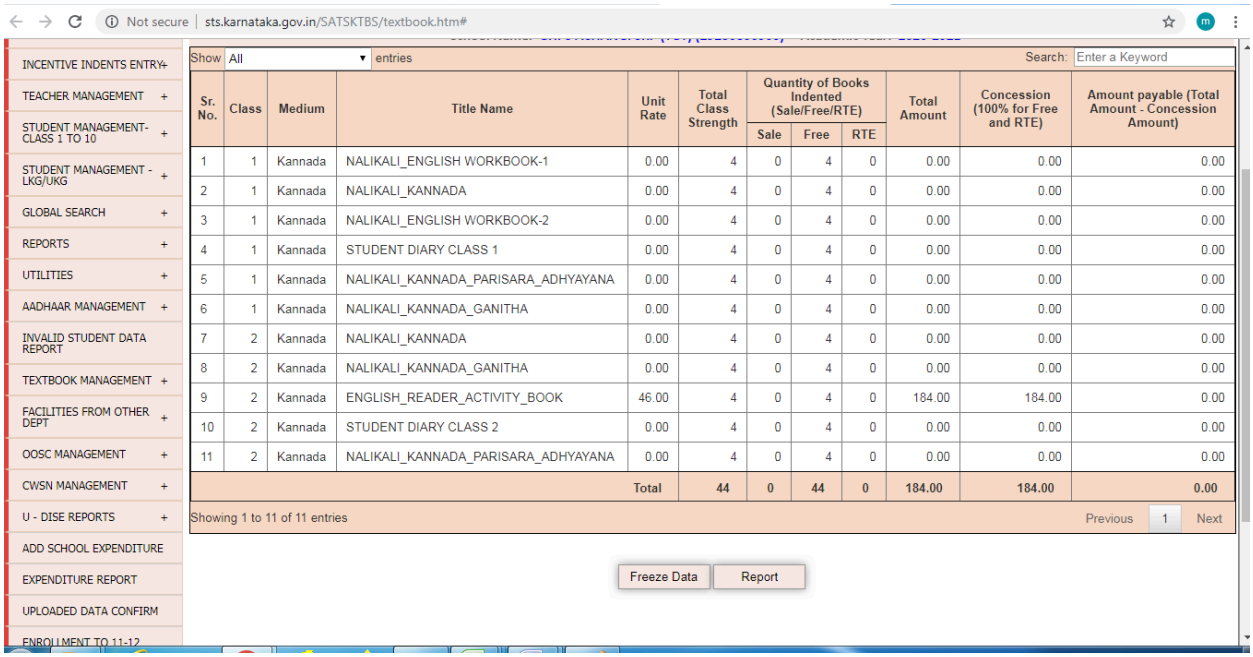
If Quantity of book required is more than estimated strength, an alert message will appear stating**"Your Requirement is more than estimated class strength, please confirm"**click **ok**for confirmation.



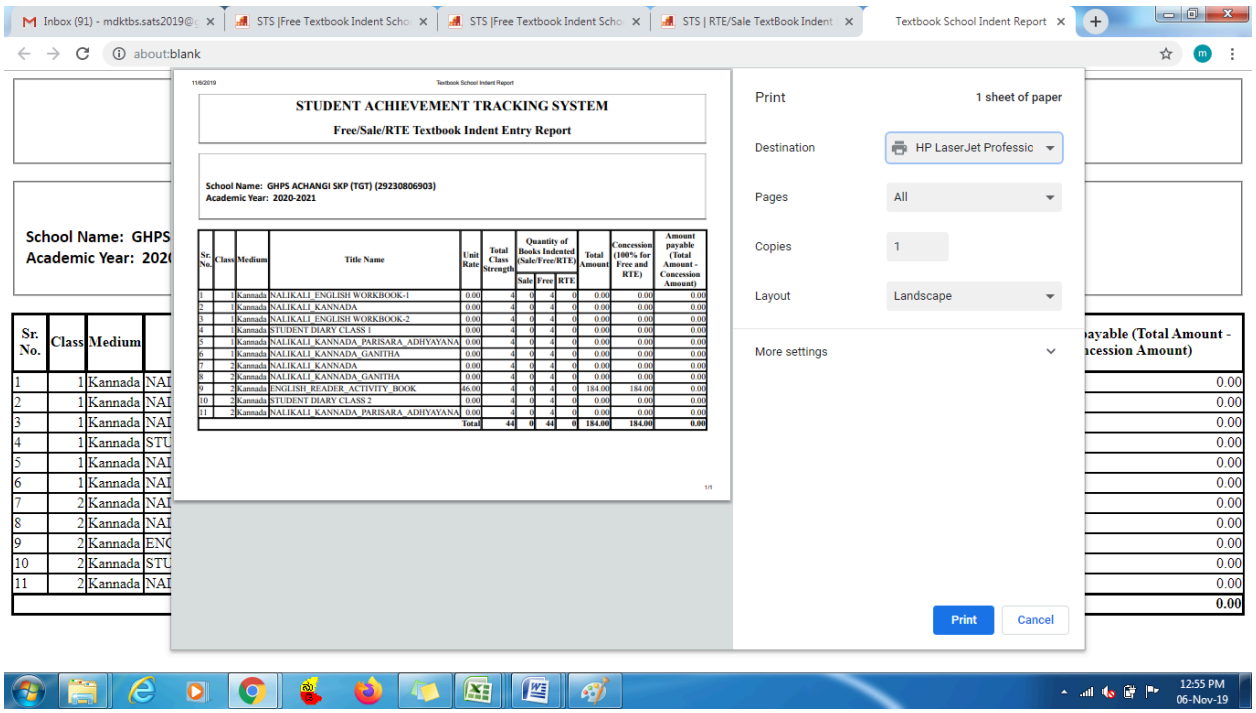
Click**Save** once the completion of indent entry of class 1, and follow the same steps for remaining classes.



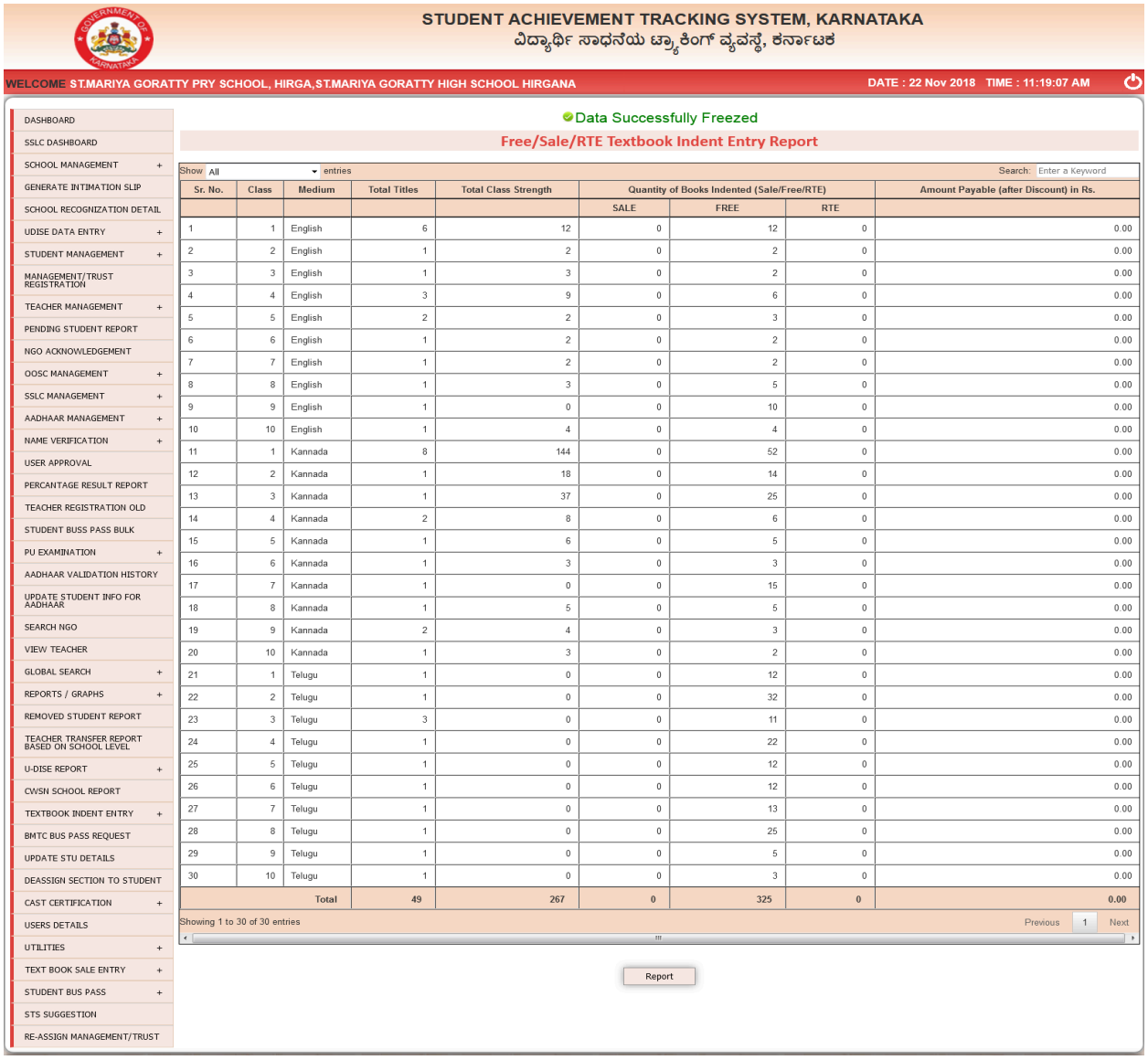
Click **Indent report and final submit**once the indent is completed for all class, consolidated class wise, title wise indent will open.



Click **Report** for verification of indent, which will open in PDF form.



Once the indent is verified, click **Freeze Data**, it shows **Data successfully freezed.**



Before freeze data if any modification required select class, medium and click search, indented data will open. Modification can be done, if required, and click **update**.

Important: Once the data is freezed, there is no option for modification.