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USER MANUAL

1.LOGIN TO THE REGISTRATION PANEL

1.1.1 URL:

1.1.2 http://logisticsgms.com

DESCRIPTION

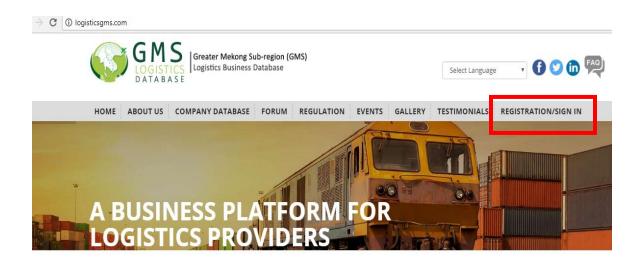










Fig 1.1

Click on the above link to access Website. The Homepage appears. To register as a member, as shown in Fig 1.1, Click on the link Registration/Sign In.

On clicking the above link, the registration page appears. There are two options in the page: Already Registered and New User. Please provide the details including your valid e-mail id which has not previously been registered. Click on Submit Now after giving the information. This is shown in Fig 1.2.

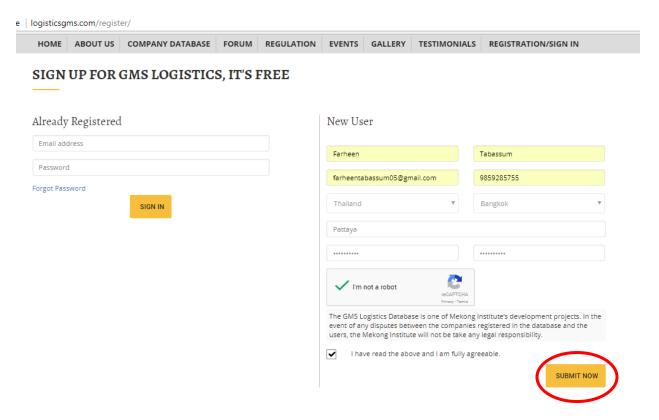


Fig 1.2



After you click on submit now, a link will be send to the spam folder of your e-mail. Open the spam folder and click on Activate Now.



REGISTRATION CONFIRMATION

A confirmation email has been to sent your e-mail for account activation. Incase you do not receive the mail, please check your spam folder.

Fig 1.3

After you click on the activation link, you will be directed to the Company Database.



2. COMPANY DATABASE

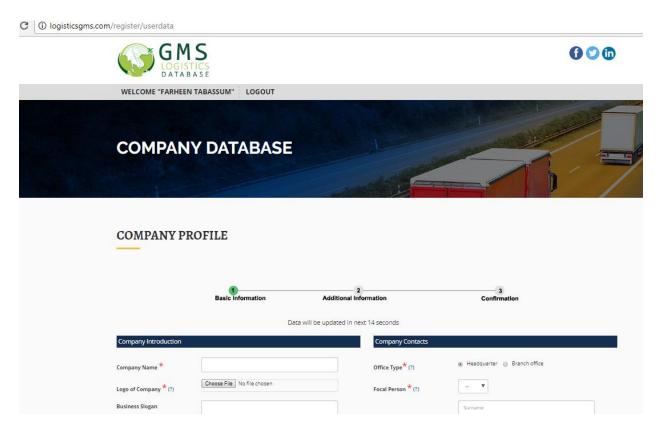


Fig 1.4

Basic Information

In the Company Database, you have to fill the basic information of your company and any additional information.

Please fill up all the information in the boxes. The boxes that are marked with the red asterisk – '*' are mandatory fields. If you do not fill the mandatory fields, your form will not be submitted. Please remember to fill all the fields that are marked as mandatory.



Other Branch Offices

If your company has other branch offices, click on the box next to the field Add More Branch Contacts. This is given below in Fig 1.5

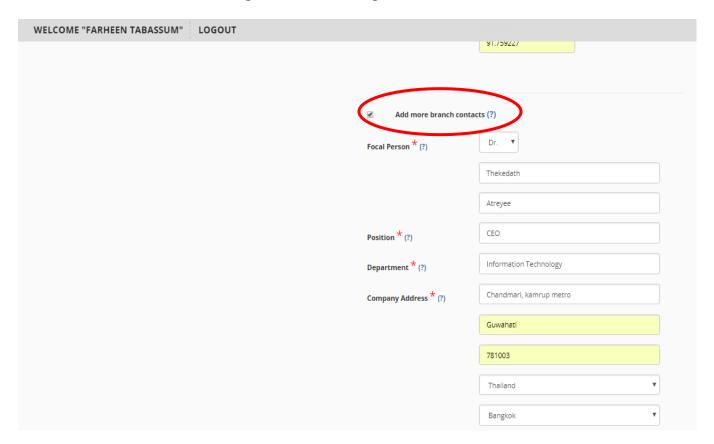


Fig 1.5



After filling the information, click on the option Next page below to go to the Next page. (Fig 1.6)

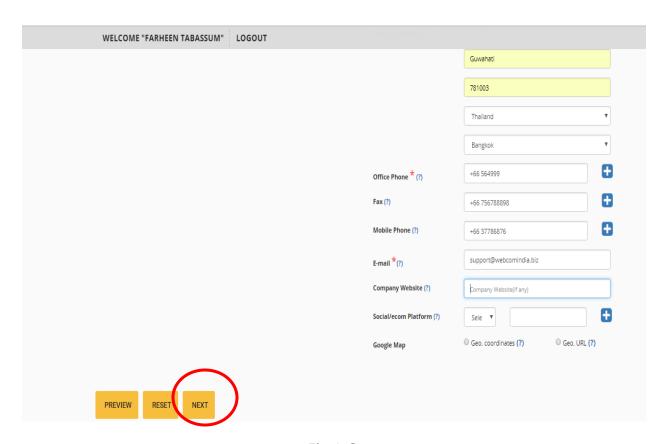


Fig 1.6

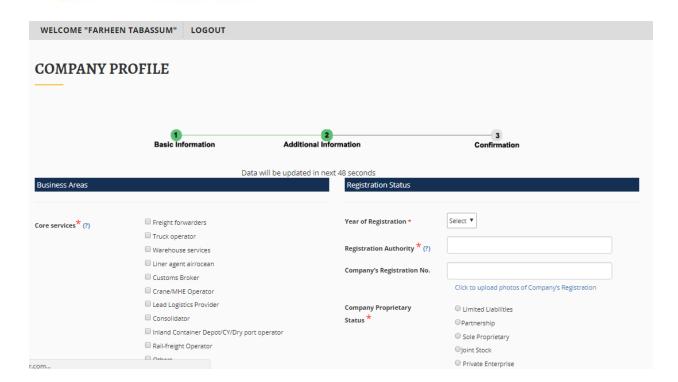


Fig 1.7

Additional Information

In the next page, you are required to fill the additional information of the company. The fields that are marked with the asterisk '*' are mandatory. (Fig 1.7)

After filling all the information, click on the option Submit Now to submit your form as shown in Fig 1.8



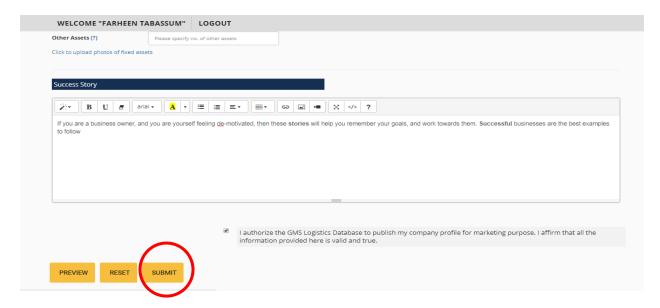


Fig 1.8

After you submit your form, a page appears with the message that your company profile has been published. (Fig 1.9)

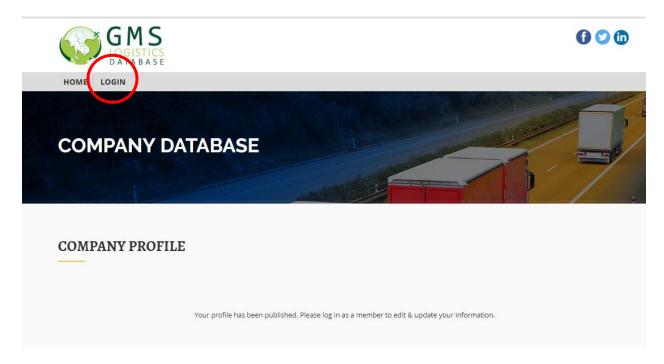


Fig 1.9



3. LOGIN

Once your company has been successfully registered, you can log in to see your company data. To log in, click on the log in option as given in Fig 1.9. You will be redirected to the registration panel again. Give your registered e-mail and password under the 'Already Registered' panel and click on Sign In. (Fig 1.10)



SIGN UP FOR GMS LOGISTICS, IT'S FREE



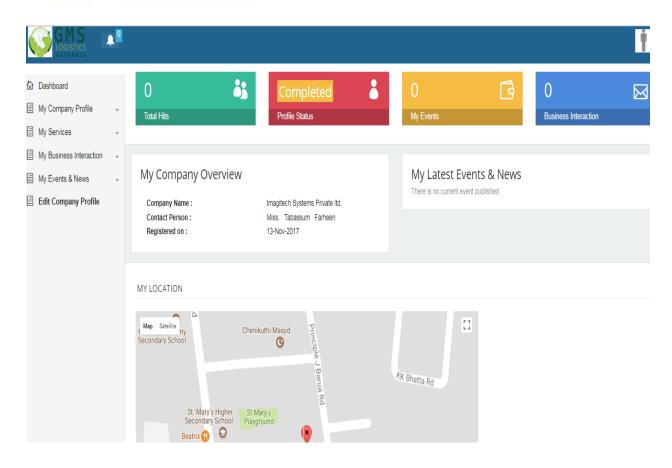
Fig 1.10

After successful login, the Dashboard will appear.

4. DASHBOARD

The Dashboard contains the complete Profile of the Company and the Services offered. You can also Add/Manage your Company events here or view any Business Interaction. In case you want to edit the company profile, the Dashboard allows you to do the same. (Fig 1.11)







4.1 My Company Profile

Click on My Company Profile on the left panel under Dashboard to view your company profile. A drop down list will appear. You can choose your options from the drop-down list as given in Fig 1.12

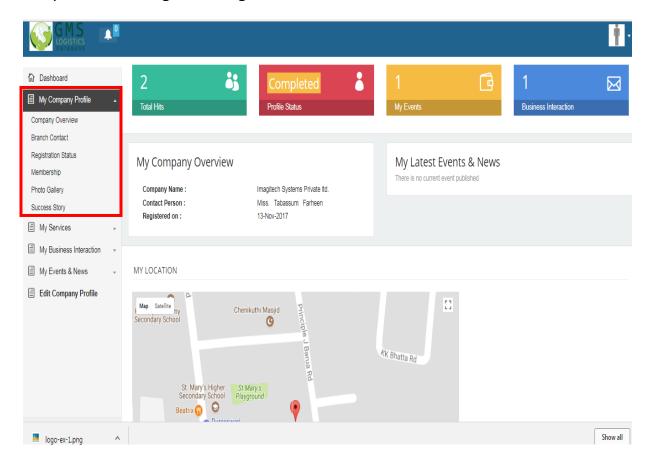


Fig 1.12

If you want to see the Company overview, choose the same option in the list. The following page appears containing the overview. (Fig 1.13)

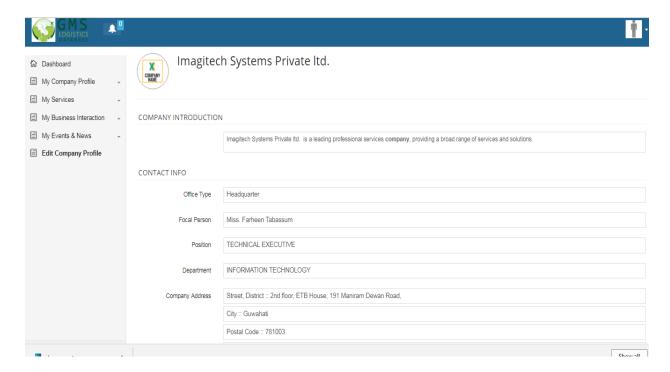


Fig 1.13

If you want to view your Branch Contact, choose the same from the list. The following page appears as given in Fig 1.14

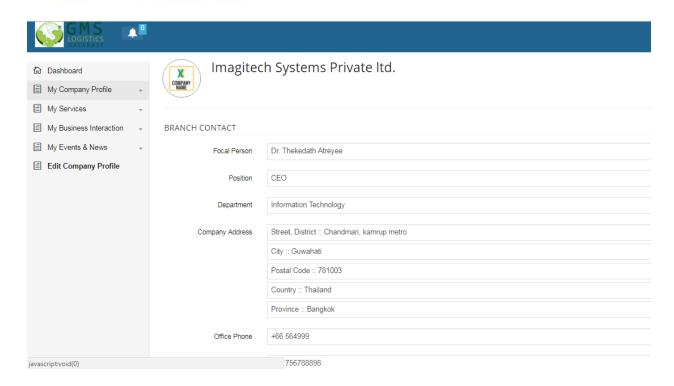


Fig 1.14

To view the Registration Status, choose the same from the list. The following page appears as given in Fig. 1.15



Fig 1.15



Click on Membership from the list to view the information of the same. The following page appears with the Name of the Membership organization and its location as given in Fig 1.16

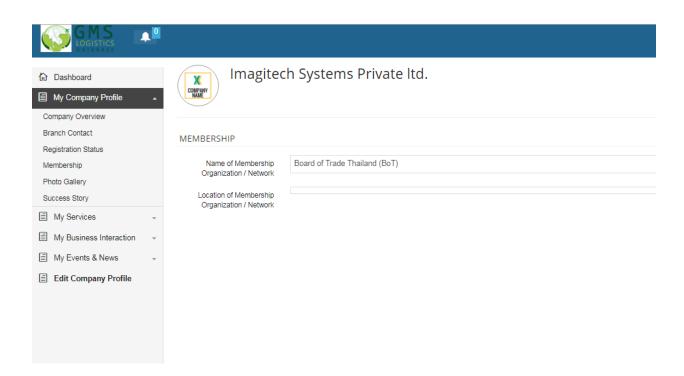


Fig 1.16



To view the Photos of your company, click on Photo gallery. The following page will appear with all the photos as given in Fig 1.17

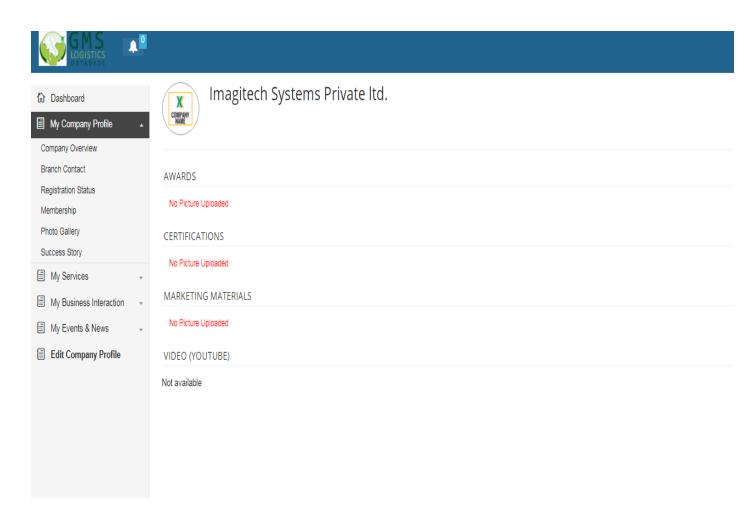


Fig 1.17



You can view the Success story of your company by choosing the same from the list. The following page as given in Fig 1.18

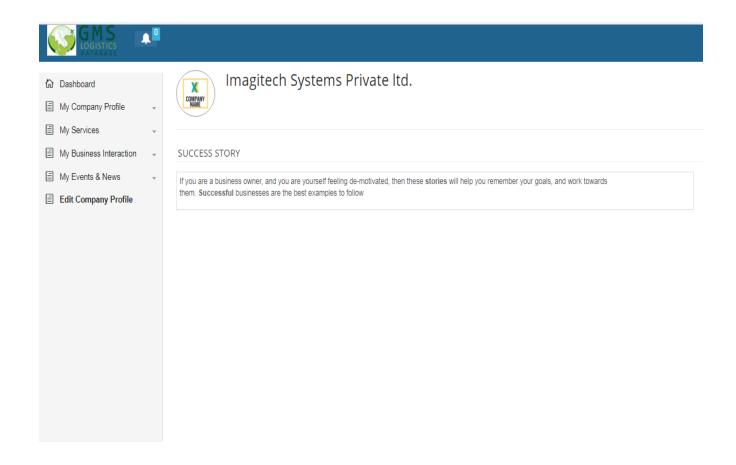


Fig 1.18



5. My Services

The My Services section is divided into two segments: The Business area and Fixed Assets. The Business Area contains information on the Core Services offered including the focus of the company, geographic coverage of the Company Business etc. The Fixed Assets segment will contain an account of the company assets like employee, warehouses etc.

Click on My Services, a drop down list will appear. This will have the two segments: Business Area and Fixed Assets.

1.1.1 Business Area

Click on Business Area to view the business area related information. The following page appears as given in Fig 1.19

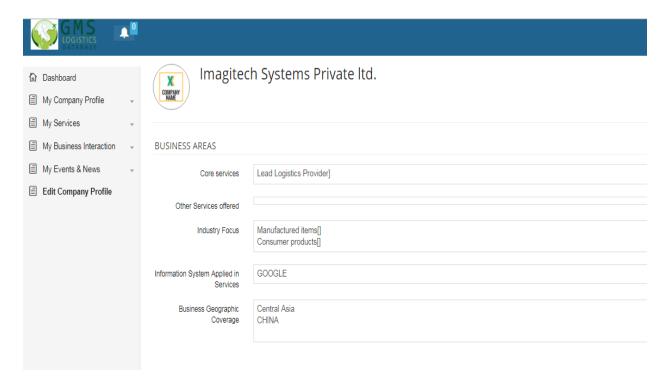


Fig 1.19



1.2 Fixed Assets

Click on the Fixed Assets option to see the company assets. The following page appears as given in Fig 1.20

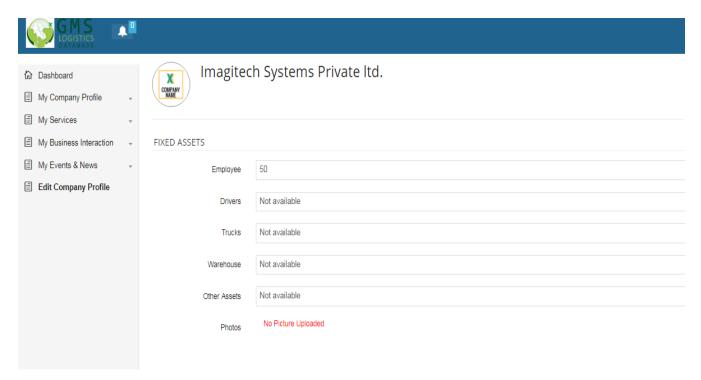


Fig 1.20



6. My Business Interaction

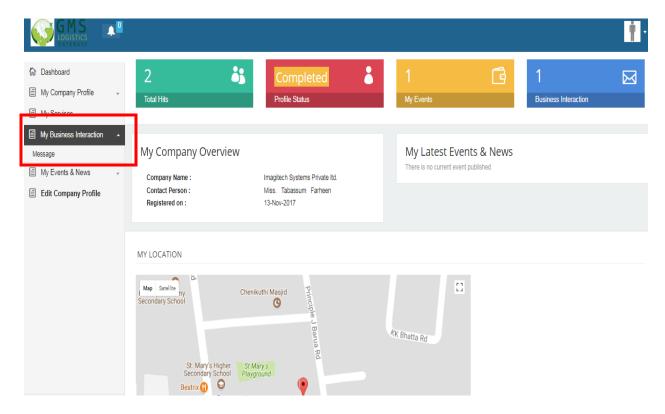


Fig 1.21

The users of the company or any business organization can post business related queries. This gets posted in the Business Interaction segment. You can view the queries here and post your replies against each query.

Click on Business Interaction, and then Click on Message as given in Fig 1.21



The following page appears as give in Fig 1.22. This page also contains the Company name and the e-mail, phone number and other details of the query holder. Here you can view the message or the query or choose to reply to the company back. Click on the Reply/ View option as given below.

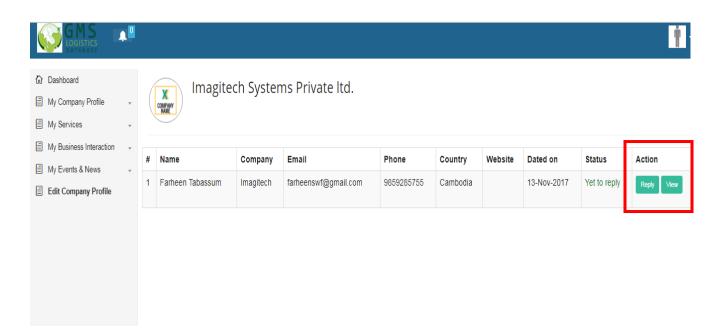


Fig 1.22



1.3 VIEW INTERACTION

If you click on the View option, a pop up will appear with message or the query posted by the other organization. (Fig 1.23)

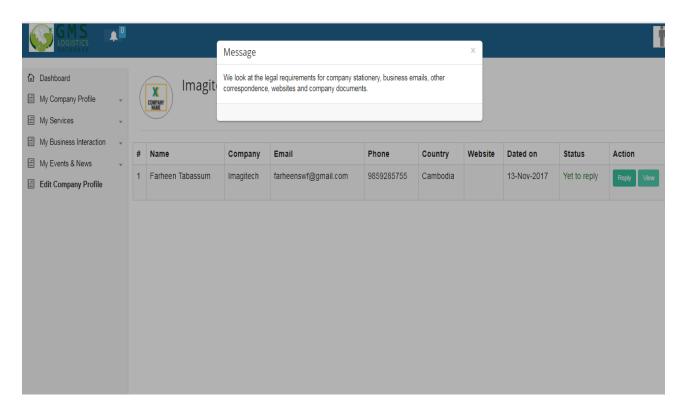


Fig 1.23



1.4 Reply

If you click on the Reply option, a pop up appears with a Reply Box. You can type your message here and click on 'Send Reply'. The message will be forwarded to the particular query holder. (Fig 1.24)

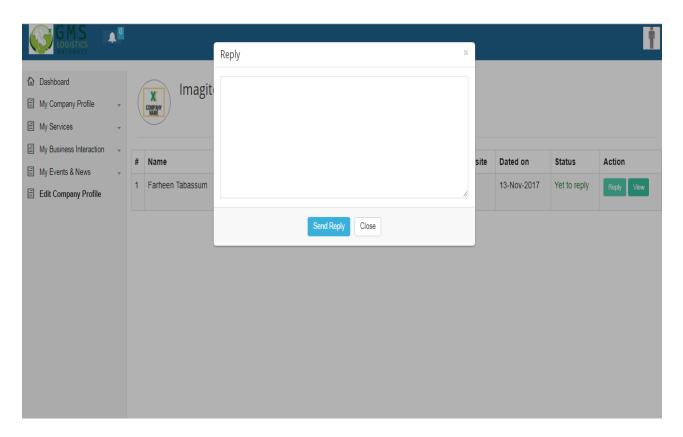


Fig 1.24



7. My Events & News

You can add the events of your company and also manage those events uploaded in this section. When you click this link, a drop down list appears with two segments: Add New Event and Manage Event as given in Fig 1.25

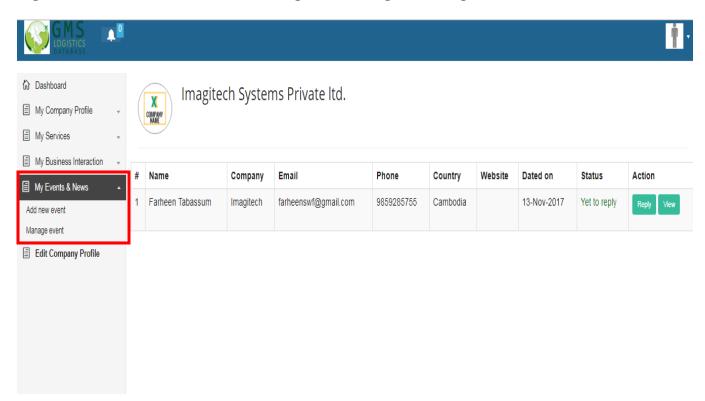


Fig 1.25



1.5 Add Events

Click on Add Events, to add new event in your company. The following page appears as given in Fig 1.26. Fill the Event details in the respective fields. You can also upload a poster of the event.

To set the Event Date, click over the box as shown below in the Event Date From/Event Date To fields. Select the Date from the Calendar. After filling all the information, click on submit.

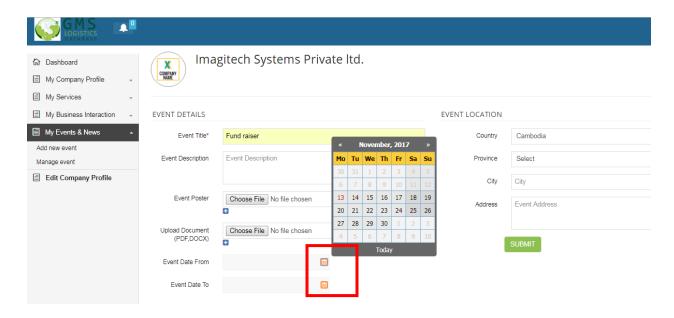


Fig 1.26



A message will appear saying Event successfully added as given below in Fig 1.27

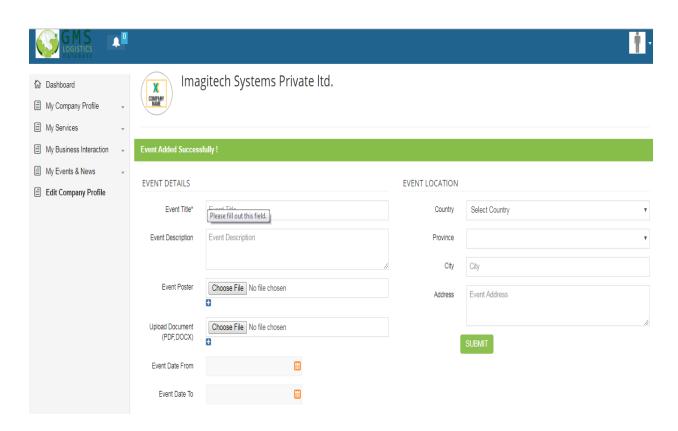


Fig 1.27



1.6 MANAGE EVENTS

In order to manage your existing events, Click on the Manage Events from the drop down list. The following page appears. Choose Edit option to edit your existing event. In case if you want to delete the event, choose Delete.



Fig 1.28



When you choose the Edit option, the following page appears. Update the information and make the required changes. Then Click on Update as given on Fig 1.30

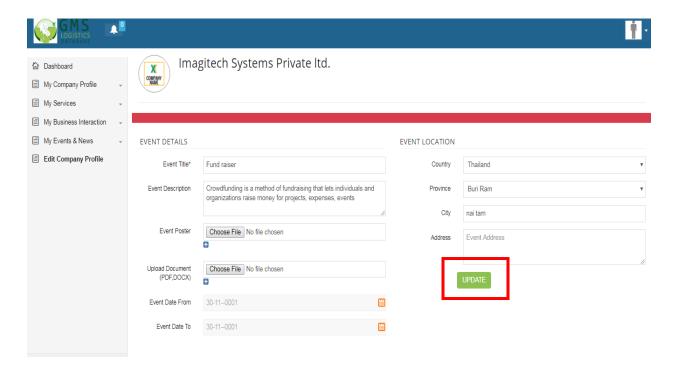


Fig 1.30



8. Edit Company Profile

This option entitles you to edit the existing information of your company that was entered while registering. To do the same, Click on the option Edit Company Profile. The following page appears containing the form with all the data as previously submitted. (Fig 1.31) Make the necessary corrections and then click on update. You changes will be saved.

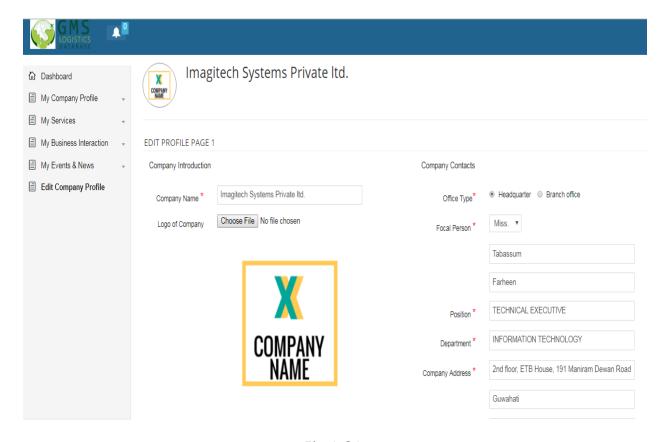
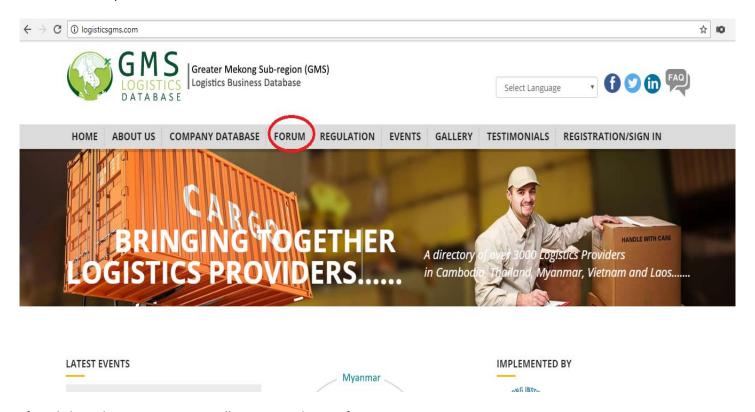


Fig 1.31



9. Forum

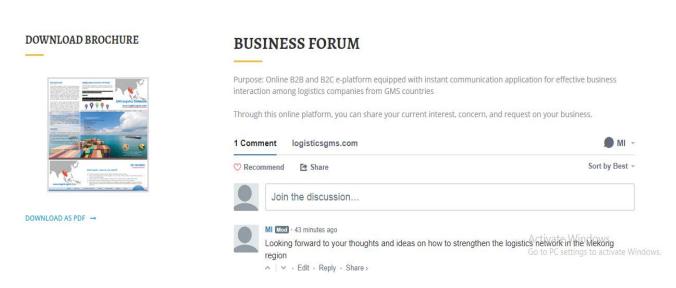
For Forum, Click the FORUM button from the main menu.



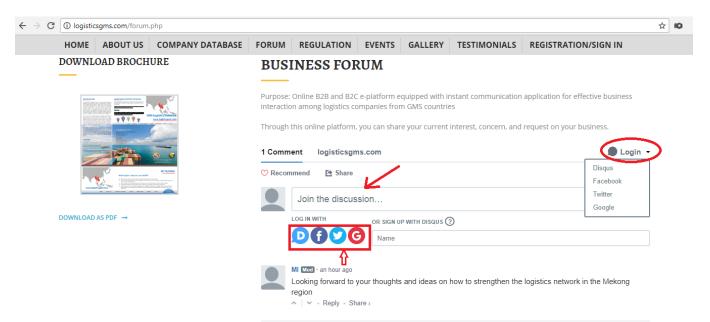
After clicking the Forum, A page will appear as shown I figure.





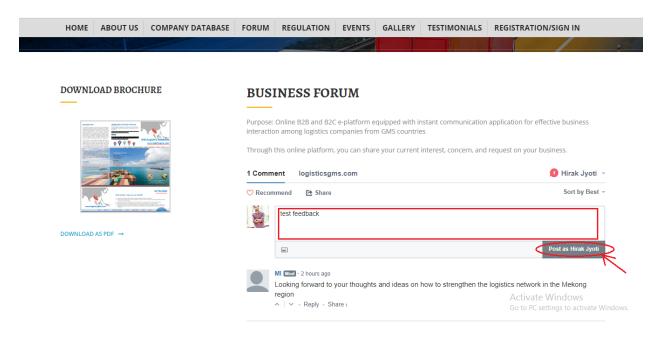


To give a feedback, a user has to login using the social media authentication.



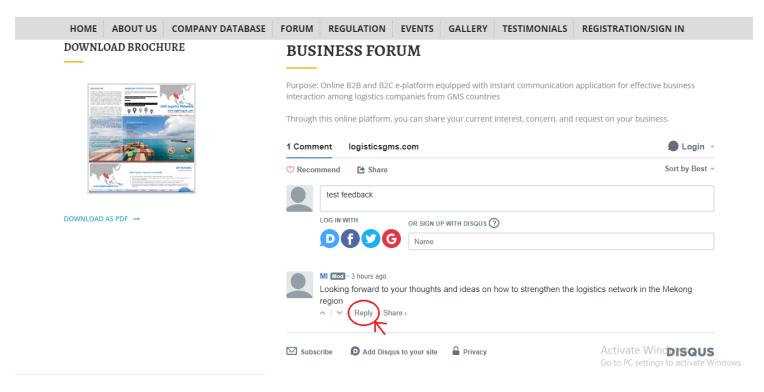
After you log in, you will have the access to give feedback. To give a feedback, Please click on the box as given in the figure and type your comment. Then click on the "Post as" to post the comment.



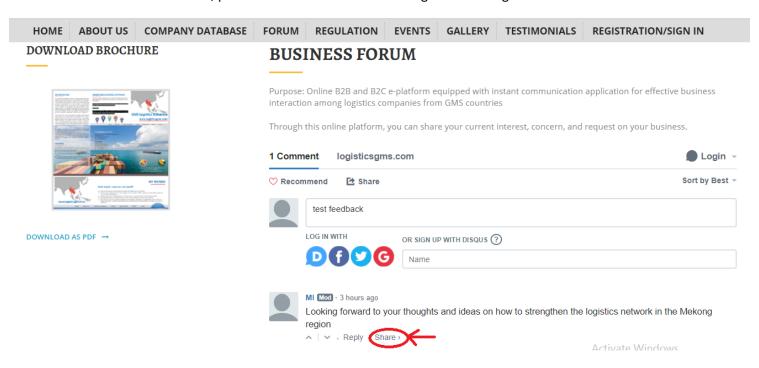


You can also give a reply to feedbacks posted by others in the forum. To give reply, Click on the 'Reply' button below the feedback.





In order to share the feedbacks, please click on the link 'SHARE' as given in the figure below:



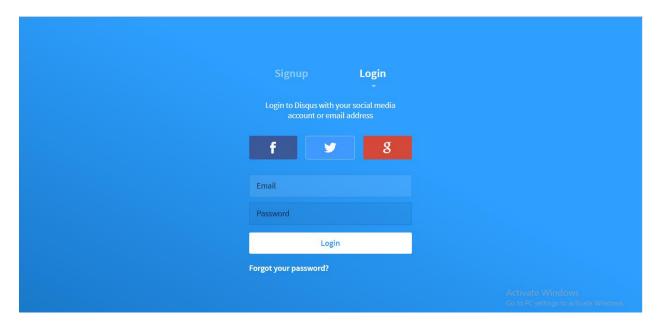


DISQUS:

The admin has the access to manage the feedback forum and he will be able to perform the following functions here:-

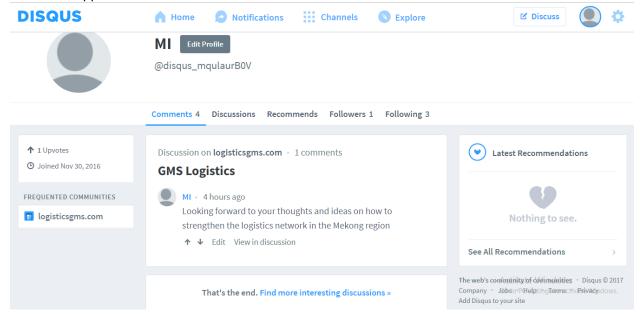
- 1. Mark the comment as spam
- 2. Delete the comment
- 3. Ban the user
- 4. Moderate
- 5. Feature the comment at the top of the discussion.

In order to login to Disqus, type the following url: https://disqus.com/profile/login/ The following page appears.



Type your username and password in the respective field. Then click on 'LOGIN'.

Dashboard appears as shown below:



On the dashboard, the admin can edit, delete the comments.