



Food, Civil Supplies & Consumer
Affairs Department
Government of Karnataka



National Informatics Centre
Bangalore

DEC
2012

e-Fair Price Shop
(FPS) Application Processing
System
User manual

National Informatics Centre
Karnataka State Unit
Bangalore



No part of this document shall be reproduced without prior permission of Food, Civil Supplies and Consumer Affairs Department Bangalore and National Informatics Centre, Bangalore.



Table of Contents

1	Log In	5
1.1	Change Password.....	7
2	E- Application Form.....	9
3	Modify and Submission of e-Form.....	10
4	Acknowledgment	12



Introduction to User Manual

This manual is a primary reference for e-FPS Application Processing System. The purpose of this manual is to introduce the system to the new user and to provide sufficient details so that as users progress through the manual they gain a full understanding of the application.

The manual is organized overall to flow from a general to a specific perspective. The purpose being that as one reads through this manual he will be able to develop a conceptual framework.

Also, whenever any terminology has been borrowed from the application, it has been marked in bold.

Intended Audience

This manual is prepared for the General public who want to register for **Fair Price Shop Processing System**, to guide them in the e-FPS Application Processing System.

URL

Citizens	http://
----------	-------------------------------



List of Abbreviations

Abbreviation	Expanded Form
FPS Ack No	Fair Price Shop Acknowledgment Number



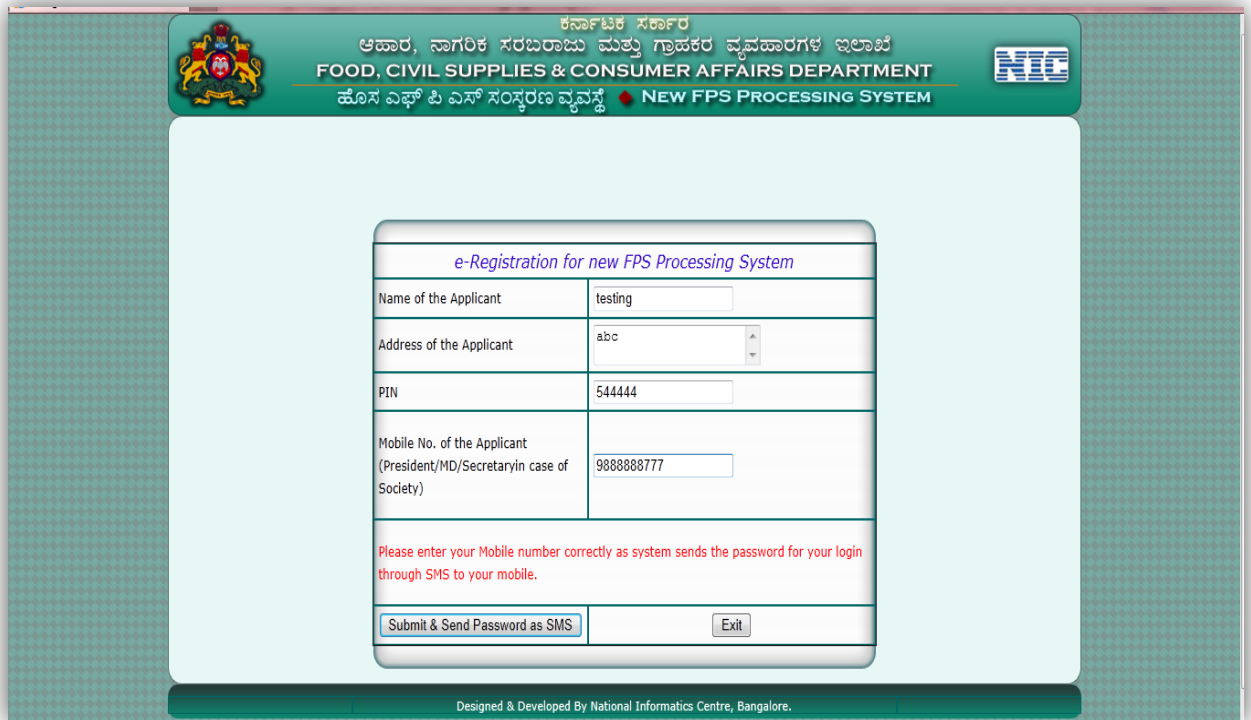
1 Log In

1. Open the FPS system Module from the URL mentioned. The Following Screen will be displayed (Refer Figure 1: Login Page). There is a Scrolling Notification in the Login Page which would show the Notices before Due Dates.



Figure 1: Login Page

2. The New Users should register for their Mobile Number and Password to login. Click the Button '**For New Registration/Login Please Click Here**', the Login Registration window will open (Refer Figure 2: Login Registration).



e-Registration for new FPS Processing System	
Name of the Applicant	testing
Address of the Applicant	abc
PIN	544444
Mobile No. of the Applicant (President/MD/Secretary in case of Society)	9888888777
Please enter your Mobile number correctly as system sends the password for your login through SMS to your mobile.	
Submit & Send Password as SMS	Exit

Figure 2: Login Registration

3. Fill in the details of '**e- Registration for new FPS Processing System**' by entering the Applicant Name, Address, Pin, and Mobile Number. Then Click on the '**Submit & Send Password as SMS**' button. A Pop-up Window would appear showing the Password is sent to the number given (Refer Figure 3: Pop-Up Window).

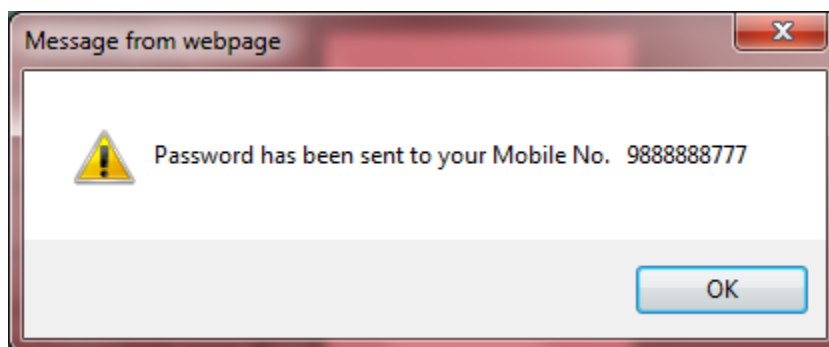


Figure 3: Pop-Up Window

4. Login from Login Page, Refer Figure 1: Login Page, the Main Page will appear (Refer Figure 4: Main Page). It would contain the Following Options: New, Modify and Submit, Acknowledgment, Change Password, Exit. The details about these options are explained in the proceeding Chapters.



Figure 4: Main Page

1.1 Change Password

Using this option you can change the password. It is recommended to maintain your password securely and *change your password regularly, at least once in 30-45 days.*

1. Place the Pointer in Main Menu on Change Password, Change Password Screen appears. Refer Figure 5. Change Password



Figure 5: Change Password

2. In the Change Password screen, enter your current password in the **Current Password** box and the new password in the **New Password** box. Re-enter your new password in the **Re-enter New Password** box and click the **Change** button. The password of your user account changes.

Note:

- a) To exit from the e-FPS System screen, click the Exit button.
- b) Keep your Username and Password securely. Do not share it with anybody. Ensure that only authorized person uses this to work on the e-FPS system.
- c) Change your password regularly, at least once in 30-45 days and maintain/remember the password.
- d) Anytime to log-out of the e- FPS System, click Sign Out in any screen of the e- FPS System.
- e) Remember to Sign Out/logout from the system after completion of your work.
- f) All fields marked in * are mandatory fields.
- g) To log out of the e- FPS system, click Sign Out at the top right hand side of any screen.
- h) To go to the main page of the e- FPS System, click Main Page at the top left hand side of any screen.
- i) Click the Exit button in any screen to exit from the respective screen.

2 E- Application Form

The Main Page (Refer Figure 2: Main Page) after logging –in would enable the user to apply an **e- Application Form** from the system. The options available in Main Page are: - New, Modify and Submit, Acknowledgment, Change Password, Exit.

1. Click on the New Option wherein an e- Application Form screen appears (Figure 6: e- Application Form (i)).

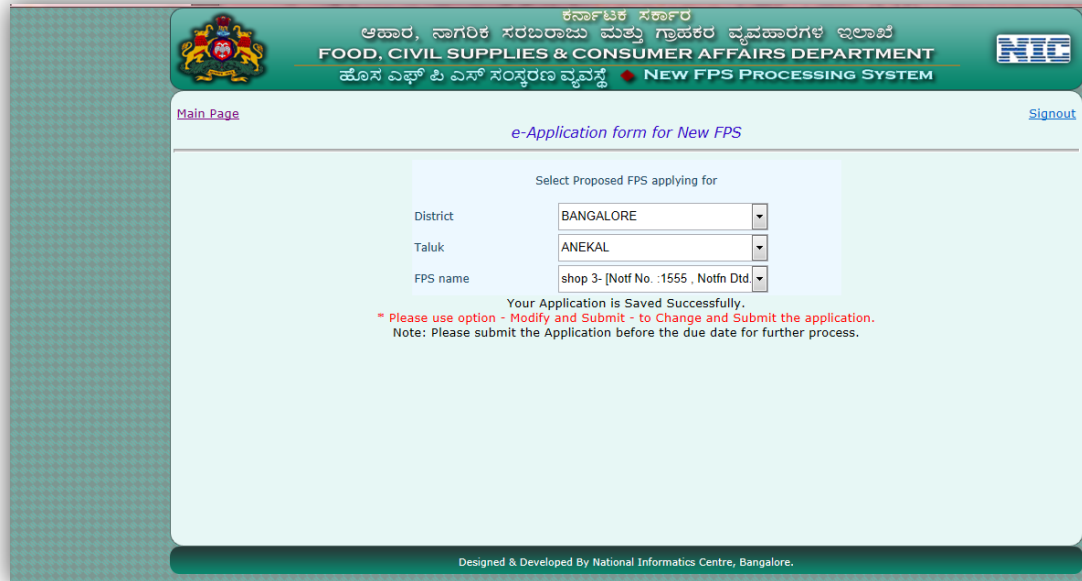


Figure 6: e-Application Form (i)

2. Select the District from the drop down menu, also the Taluk and FPS name. Specific taluk will be having Particular FPS options available from the notifications. If the Notifications Due Date is expired then that option won't be available in the drop down menu.
3. A corresponding Form will appear. Select the Category of the Applicant from the drop down menu.
4. Complete the rest of the requirements with correct information. '* 'marked fields are mandatory, upload necessary documents by clicking **Upload Documents** which is in the end of the Form.
5. '**Save**' option is there to save the Application Form as shown below. Refer Figure 7: e – Application Form (ii).



12.	Has the applicant been convicted under Essential Commodities Act? If so give details Thereof.	<input type="text"/>						
13.	Has any wholesale dealers license or retail Retailers license issued to the applicant under any other made.Under the Essential Commodities Act, being cancelled? if so give details	<input type="text"/>						
14.	Has any authorization to run a fair price depot given to the applicant been cancelled? If so give Details.	<input type="text"/>						
15.	Details of funds held by the appointment in Bank Account (enclose copies of the Bank Pass book)	<input type="text"/>						
<input type="text" value="Agreement copy/Tax paid receipt"/> <input type="text" value=".jpg"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>								
<table border="1"> <thead> <tr> <th>SLNO</th> <th>DOCUMENT TYPE</th> <th>FILE TYPE</th> </tr> </thead> <tbody> <tr> <td>Delete Select 1</td> <td>.jpg</td> <td>Agreement copy/Tax paid receipt</td> </tr> </tbody> </table>			SLNO	DOCUMENT TYPE	FILE TYPE	Delete Select 1	.jpg	Agreement copy/Tax paid receipt
SLNO	DOCUMENT TYPE	FILE TYPE						
Delete Select 1	.jpg	Agreement copy/Tax paid receipt						
<input type="button" value="Save"/>		<input type="button" value="Exit"/>						

Designed & Developed By National Informatics Centre, Bangalore.

Figure 7: e – Application Form (ii)

3 Modify and Submission of e-Form

The second option from the Main page is the **Modify and Submit** option. This is used to Submit or Modify the existing Form from the particular account. Any changes except the District, Taluk and FPS name could be made.

1. Click on the **Modify and Submit** Option an e- Application Form screen appears as shown below Figure 8: Modify and Submit.

Figure 8: Modify and Submit

2. Select the required application from the table available. District, Taluk and FPS name options cannot be changed. But rests of the fields/entries are editable.



3. After changing the required fields, in the end of the page there is **Save and Submit** option and **Save** option. Save and submit option would submit the Form from the account and provide with an Acknowledgment number. Save option would enable to save the changes made and could be submitted later.

The following Figures would explain in a better manner, point 2 and 3.

Figure 9.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಆಹಾರ, ನಾಗರಿಕ ಸರಬರಾಜು ಮತ್ತು ಗ್ರಾಹಕರ ವ್ಯವಹಾರಗಳ ಇಲಾಖೆ
FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS DEPARTMENT
ಹೊಸ ಎಫ್‌ಪಿ ಎಸ್ ಸಂಸ್ಕರಣ ವ್ಯವಸ್ಥೆ NEW FPS PROCESSING SYSTEM

Main Page Signout

e-Application form for New FPS

Select Proposed FPS applying for

District: BANGALORE
Taluk: ANEKAL
FPS name: shop 3-1555

1.	Category of the Applicant	Co-operative society run by Women
2.	Name of the Applicant (President/MD/Secretary in case of Society)	testing

Agreement copy/Tax paid receipt | jpg | Browse... | Upload

	SLNO	DOCUMENT TYPE	FILE TYPE
Delete Select	1	jpg	Agreement copy/Tax paid receipt
Delete Select	1	pdf	Agreement copy/Tax paid receipt

Save | Save and Submit | Exit

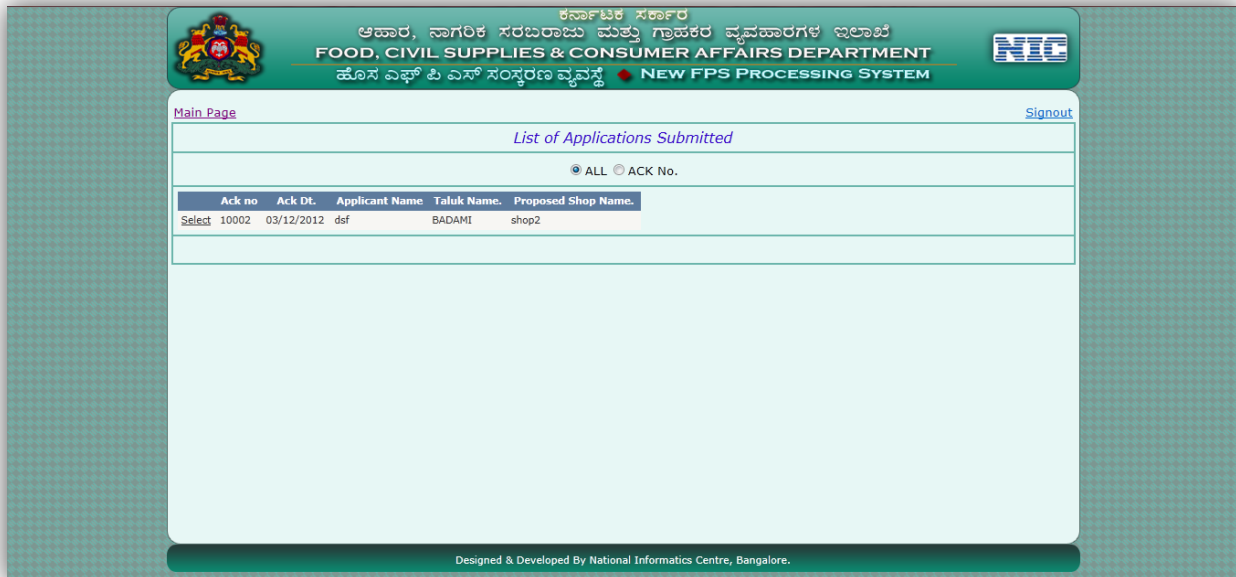
Designed & Developed By National Informatics Centre, Bangalore.

Figure 10.

4 Acknowledgment

The Acknowledgement number obtained after the submission would generate an Acknowledgment form. It option could be checked from the Acknowledgment option as follows.

1. Go to main menu, Click the **Acknowledgment** button, the acknowledgment page appears (Refer Figure 11: Acknowledgment page).



Ack no	Ack Dt.	Applicant Name	Taluk Name	Proposed Shop Name
Select 10002	03/12/2012	dsf	BADAMI	shop2

Figure 11: Acknowledgment Page

2. There are 2 options: **ALL** and **Ack No.** , the 'ALL' option will show all the Ack no generated from the account. Whereas 'Ack no' would allow to enter only the required Ack no.
3. Select the ack no which needs to be printed from the options available. A printed Form is displayed with all the details entered. As shown below in Figure 12: Acknowledgment Print.



Acknowledgement Print	
Ack Id:10002	
Ack date: 03/12/2012	
i. District	BAGALKOTE
ii Taluk	BADAMI
iii FPS name	shop2
1. Category of the Applicant	Co-operative society run by Women
2. Name of the Applicant (President/MD/Secretary/in case of Society)	dsf
3. Address of the Applicant	dsf dsf 566666
4. Phone No (landline)	22222222
5. e-mail	sdf
6. Address of the proposed FPS	dsfds dsf 566666
7. Dimension of the Proposed FPS	
i. Office	sdfsd
ii Business Premises	dsffsd
iii Godowns	dsfsd
8. Is the applicant already dealing in Foodgrains of other essential Commodities ?	Yes
9. Present sources of supply of food grains and other essential commodities held at the time of application and where stored.	cxv

Figure 12: Acknowledgment Print

- 4. The User can take a print when a 'Print' button is clicked.