



USER GUIDE

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Multiicon
THE MARKET COMPILER

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IOREG [Inward Outward Register]

As Industrial revolution is seen all over the world. Every day new companies are developing near by us and the companies which were developed locally are in the way of becoming the Multinational. So as the size of the company increase the need for the employee also increases and the office work also increases.

As office works increases there increases the number of the documents coming to the company or going out of the company. To maintain the records of such things are bit difficult in big company's office. So due this limitation we at Multiicon recognize the needs of most of our clients and developed software which can be used to maintain the record of the document coming or going out of the office. This software is IOREG that is Inward Outward Register.



The different features which are in IOREG are as follows.

- Inward Master
- Outward Master
- Inward Register.
- Outward Register.
- Settings
- Backup
- Calculator.

Inward Master

Inward Master is used to enter the records of the document which are coming to the office. There are different fields in the Inward Master they are No, Date, Inward No, Division, To, Attend By, From, Address, City, Receiver Person, Content, and Note.

There are different types of controls which are as follows

- New
- Modify
- Delete
- Search
- Exit

New

When you want to enter the record press on the new button so the in No field automatic number will come and today's date will also come in the date box and the control goes to Inward No were you have to enter the number and press enter so the control goes to Division were you can select any Division is any you want or if you want to enter new Division name then you can do it with the help of pressing the “+” button on the right side. So a pop up window will appear on the screen enter the name which you want and press Add button so that name will appear on the screen. After this enter remaining fields like To, Attend By, From, Address, city, note, and content

Modify

If you want to make any change in the record which you have already entered means if you want to modify the record then for this you have to first search that record after searching, select that record and press Modify button. Make all the change which you want to do and then press the Update button so your record is now updated.

Delete

Same as modify if you want to delete the record you have to first search that record and then select it and press the Delete button so it will ask for the confirmation and if you press “yes” then that particular record will be deleted.

Search

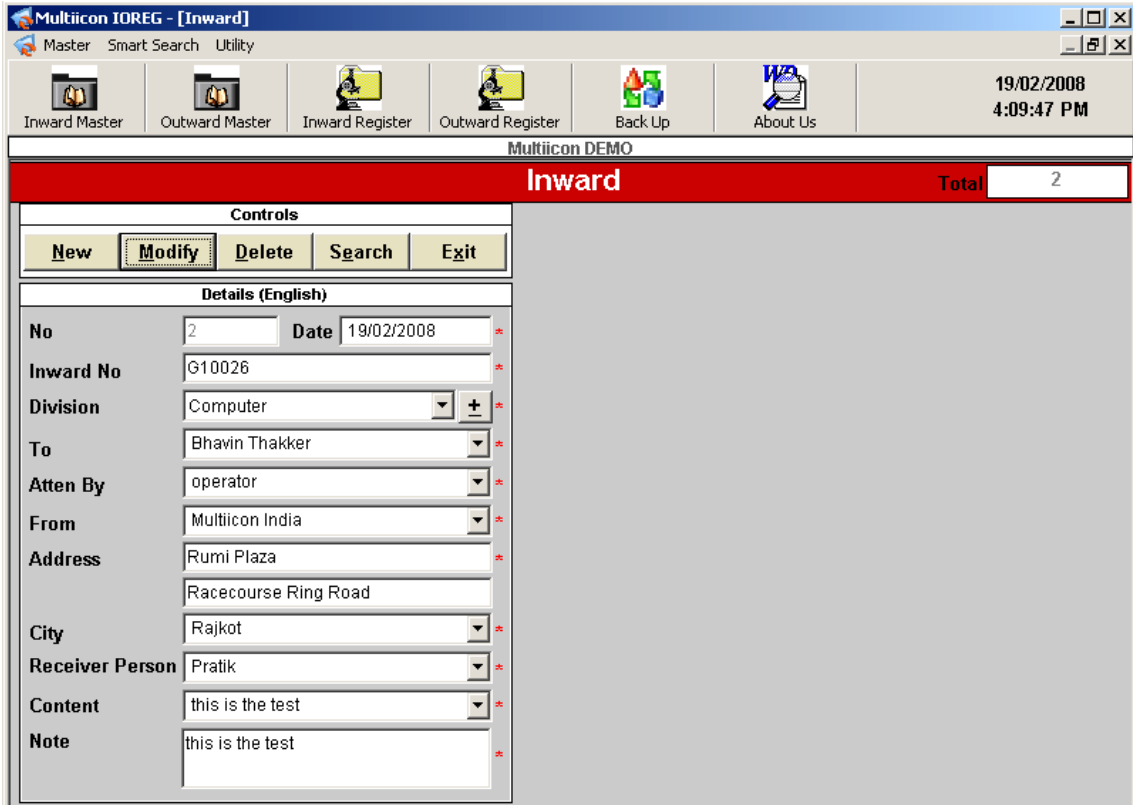
When you want to Modify or Delete the record then you have to search it first which you can do it with the help of search option for this press Search button so a pop up window will appear on the screen

In searching you can do search on multiple criteria like No, Date or by To Name. For doing searching first of all you have to select the criteria on which you want to do search in **Look in** box and then give the value in **For** box and press the enter so all the record which fulfill your condition will be shown in the below given table. Select the record which you want to modify or delete by just clicking on it so the search window will be vanished and that record will appear on the normal screen.

Exit

Exit option is used to cancel any operation which is going on or it is used to get out of the Inward Master.

Below is given the screen of the Inward Master for your information.



So as shown above you can enter the records in the Inward Master.

Outward Master

Outward Master is used to enter the records of the document which are going out of the office. There are different fields in the Outward Master they are No, Date, Outward No, Division, To, Attend By, From, Address, City, Sender Person, Content, and Note.

There are different types of controls which are as follows

- New
- Modify
- Delete
- Search
- Exit

New

When you want to enter the record press on the new button so the in No field automatic number will come and today's date will also come in the date box and the control goes to Outward No were you have to enter the number and press enter so the control goes to Division were you can select any Division if any you want or if you want to enter new Division then you can do it with the help of pressing the "+" button on the right side. So a pop up window will appear on the screen enter the name which you want and press Add button so that name will appear on the screen. After this enter remaining fields like To, Attend By, From, Address, city, Sender person, note, and content

Modify

If you want to make any change in the record which you have already entered means if you want to modify the record then for this you have to first search that record after searching, select that record and press Modify button. Make all the change which you want to do and then press the Update button so your record is now updated.

Delete

Same as modify if you want to delete the record you have to first search that record and then select it and press the Delete button so it will ask for the confirmation and if you press "yes" then that particular record will be deleted.

Search

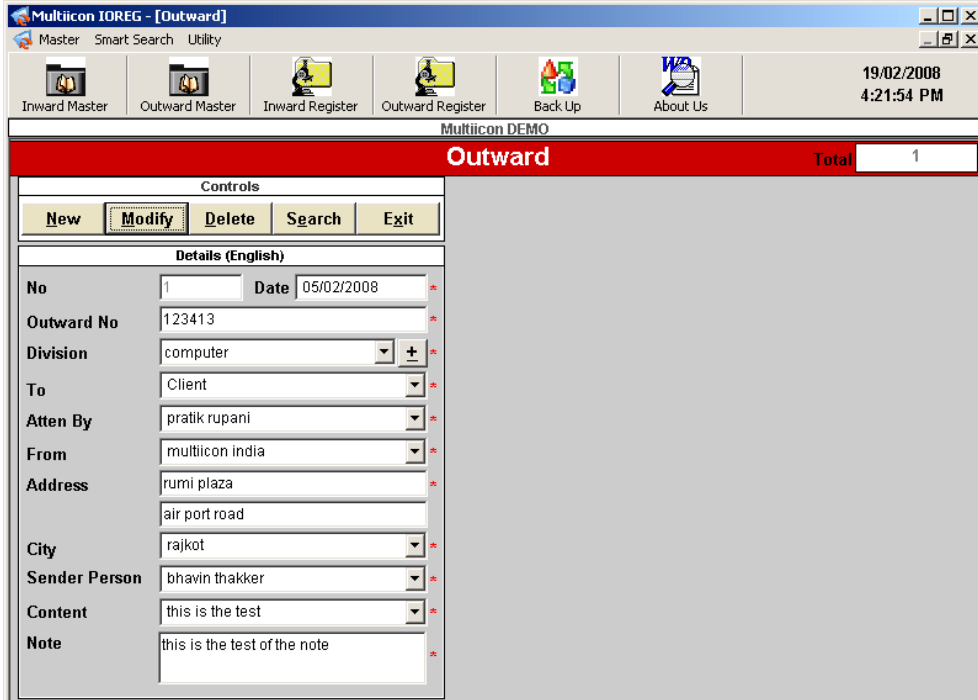
When you want to Modify or Delete the record then you have to search it first which you can do it with the help of search option for this press Search button, so a pop up window will appear on the screen

In searching you can do search on multiple criteria like Outward No, Date or by To Name. For doing searching first of all you have to select the criteria on which you want to do search in **Look in** box and then give the value in **For** box and press the enter so all the record which fulfill your condition will be shown in the below given table. Select the record which you want to modify or delete by just clicking on it so the search window will be vanished and that record will appear on the normal screen.

Exit

Exit option is used to cancel any operation which is going on or it is used to get out of the Inward Master.

Below is given the screen of the Outward Master for your information.



So as shown above you can enter the records in the Outward Master.

Inward Register

In Inward Register there are the records of the all the documents which came to office. In Inward Register you can do the searching of the records and also you can get the print of the records.

The searching in Inward Register is very advance you can do searching on multiple criteria like All, Inward No, Date, Division, To person name, From, City, Receiver, Content and Note.

To do searching first of all select the criteria on which you want to do searching in the Look in box and give the value in the For box and press Show button so all the records which fulfill your condition will be shown in the table you can do the searching by the date also for this enter the starting date and ending date in From date and To date box and press enter so all the records which are in this date range will be shown in the table given below.

You can also print the record which fulfills your condition for this do the searching on the criteria which you want and press the Print button.

Screen of the Inward Register is given below for your help and information.

Multiicon IOREG - [Smart Search For Inward]

Master Smart Search Utility

Inward Master Outward Master Inward Register Outward Register Back Up About Us

19/02/2008
4:34:50 PM

Multiicon DEMO

Inward Date

Look In: All Search For: G10026 From: 19/02/2008 To: 19/02/2008 Show Print

Inward No	Date	Division	To	From	Receiver Perso	Note
2342342	05/02/2008	Computer	Pratik Rupani	Multiicon India Ltd	Pratik	this is the test
G10026	19/02/2008	Computer	Bhavin Thakker	Multiicon India	Pratik	this is the test

Total 2

So as shown above you can do searching very easily and accurately.

Outward Register

In Outward Register there are the records of the all the documents which gone out of the office. In Outward Register you can do the searching of the records and also you can get the print of the records.

The searching in Outward Register is very advance you can do searching on multiple criteria like All, Outward No, Date, Division, To person name, From, City, Sender, Content and Note.

To do searching first of all select the criteria on which you want to do searching in the **Look in** box and give the value in the **For** box and press Show button so all the records which fulfill your condition will be shown in the table you can do the searching by the date also for this enter the starting date and ending date in **From date** and **To date** box and press enter so all the records which are in this date range will be shown in the table given below.

You can also print the record which fulfills your condition for this do the searching on the criteria which you want and press the Print button.

Screen of the Outward Register is given below for your help and information.

Multiicon IOREG - [Smart Search For Outward]

Master Smart Search Utility

Inward Master Outward Master Inward Register Outward Register Back Up About Us

19/02/2008
4:39:22 PM

Multiicon DEMO

Outward Date

Look In Search For From To Show Print

Outward No	Date	Division	To	From	Sender Person	Note
▶ 123413	05/02/2008	computer	Client	multiicon india	bhavin thakker	this is the test of ti

Total 1

So as shown above you can do searching in the Outward Register very easily.

Settings

Settings option is used to do settings for the different user and its password along with the rights given to him.

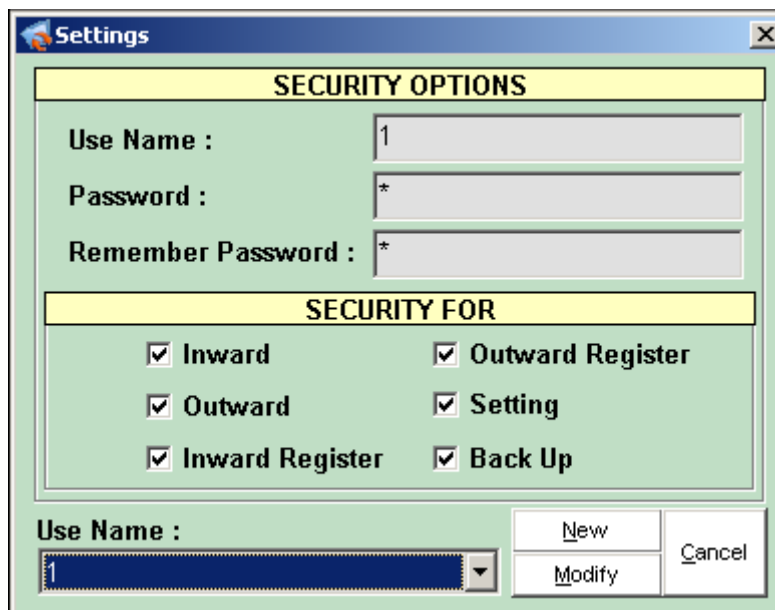
In setting you can do setting related to security like password user name and its password along with rights. There are three options in security they are New, Modify and Cancel

If you want to add new user then you can do it with the help of New button for this press New button and enter the User Name, password and retype the password along with checking the rights which you want to assign him by checking all the box in front of different rights and then press the Save button so the new user is created.

If you want to make changes in the user account like the user name or password or different rights then you can do it with the help of Modify button for this first of all select the user name for which you want to modify and press the Modify button make the modification which you want to do and press the Save button so the modification will be saved in the user's account.

Cancel button is used to cancel any operation or it is used to get out of Settings window.

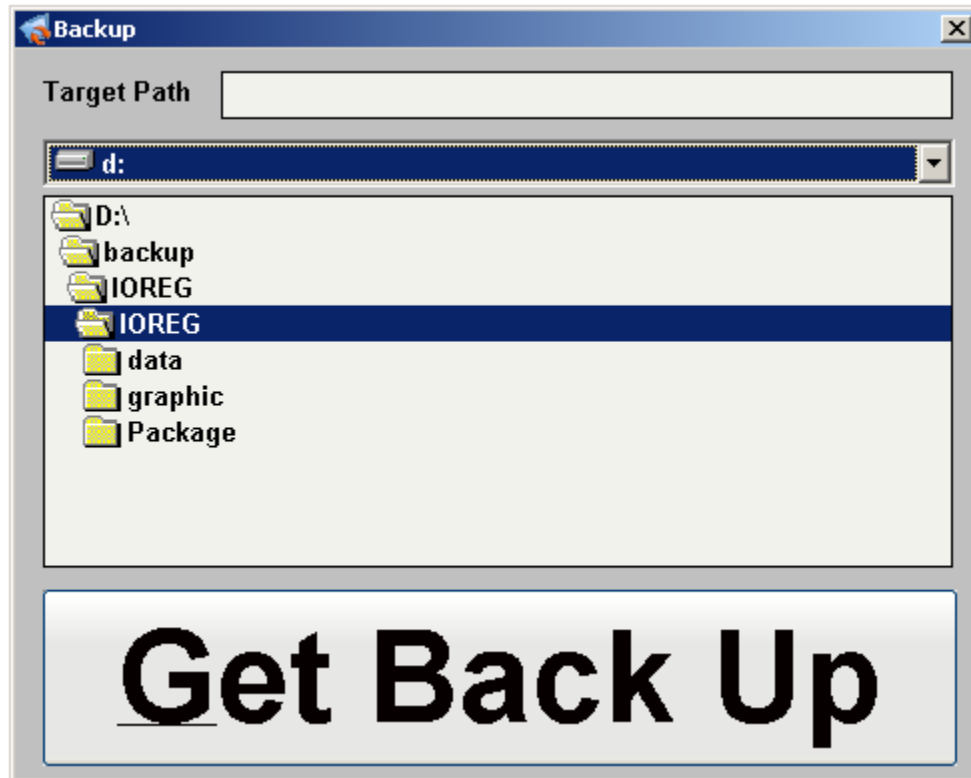
Below shows the screen of the settings



Thus setting window is used to do different types of settings.

Backup

It is one of the most important option of the IOREG software suppose you want to take the copy of your records saved then you can do it with help of Backup option for this you have to select the path and just press the backup button so IOREG will take the backup on its own. So your records will be safeguarded. If the records from original database are missing then you can copy them from the backedup file. Below shows the figure of backup window.



So as shown above you can take the backup of your data.

Calculator

If you want to use a calculator then you can do it by selecting the calculator option given in the utility Menu so the system calculator will be opened.

Thus as described above IOREG is a very powerful software which is used to maintain the records of all the documents which are coming and going out of the office.