User Manual

For

Assam Pharmacy Council

Govt. of Assam

(Fresh &Existing Pharmacist)

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1. Introduction:-

Pharmacist Information Management System (PIMS) is a web based application. This system is also enables pharmacist to apply online for getting the profession and practice of Pharmacy in the State of Assam. The APC grants registration and renewal thereof to the eligible candidate possessing requisite qualifications. The entire process starting from online apply to document verification by office user and issue of certificate being carried out on online. In this system, the existing workflow of different users has been managed and role access has been provided to the stakeholders to help them in tracking of the work progress and status report at any point of time.

The system has the facility of registration of applicant like student/pharmacist for pharmacy authorization certificate through the web portal. The Pharmacist Information Management System is only for the pharmacy student to provide a better solution for pharmacy certificate. The proposed system can track all the pharmacist details applied to Assam Pharmacy Council. The interface can help the administration to monitor all the application effectively. Applicant can get data by providing their log in id and password for their date of physical verification. Applicant can track the status of their application through the system. The system provides various analytical and graphical reports based on the MIS. Applicant can also access the system and apply online for Grant/Renew of pharmacy certificate in the state of Assam and know the status at any point of time.

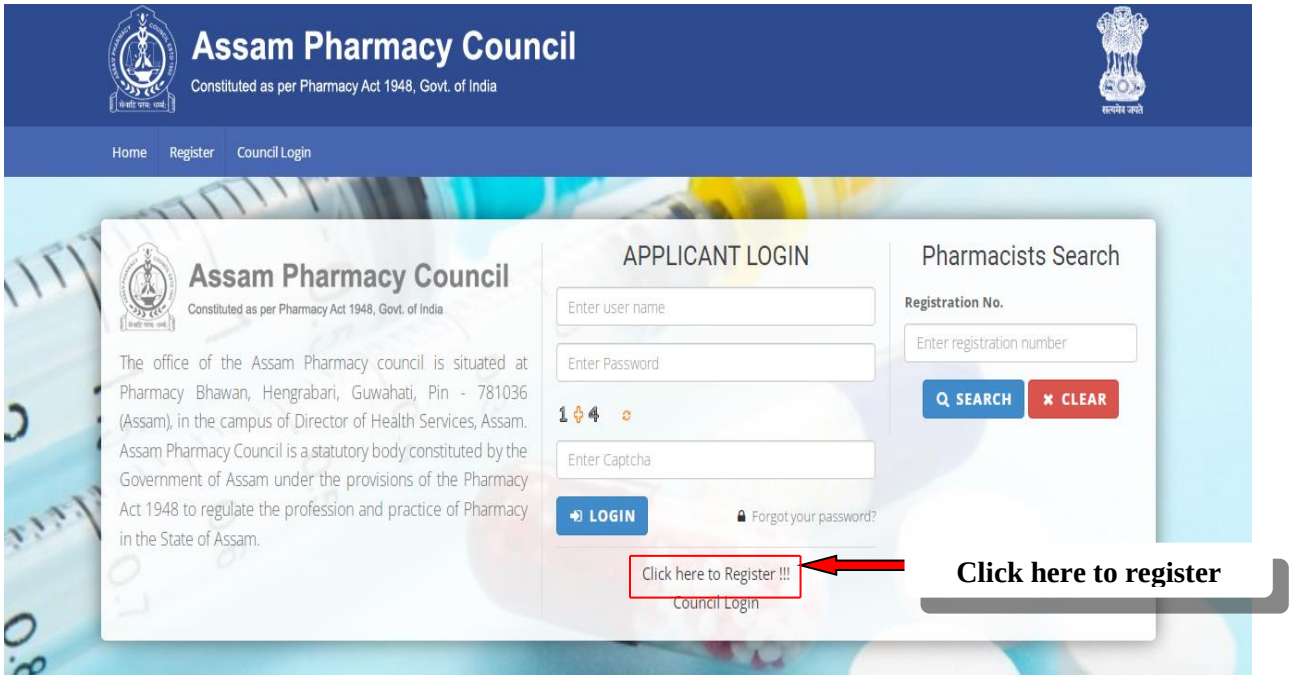
2. Purpose of User Manual:

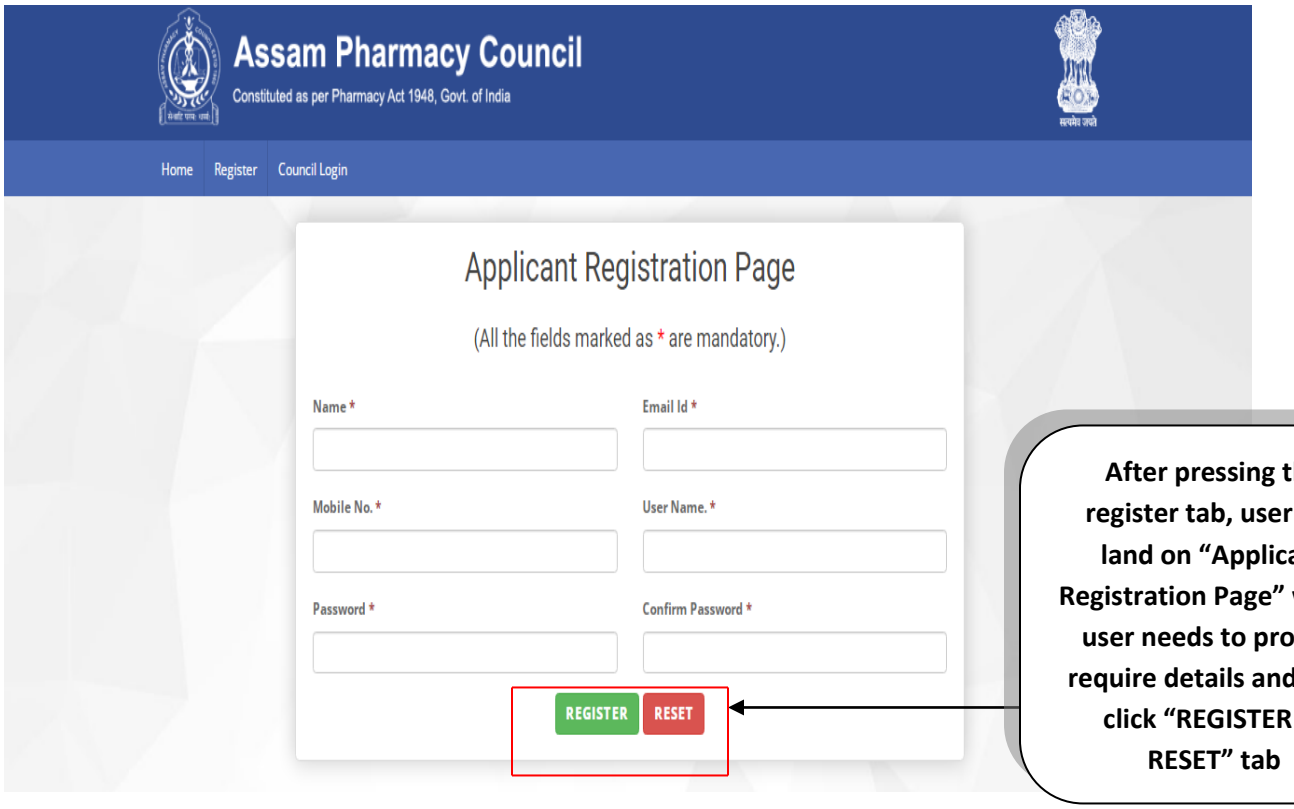
This User Manual provides complete information about the usage of the system. The user can refer the user manual to understand the process and utilize the system effectively. This manual includes a description of the system functions and features, contingencies and alternate modes of operation, and step-by-step procedures for easy system access and use.

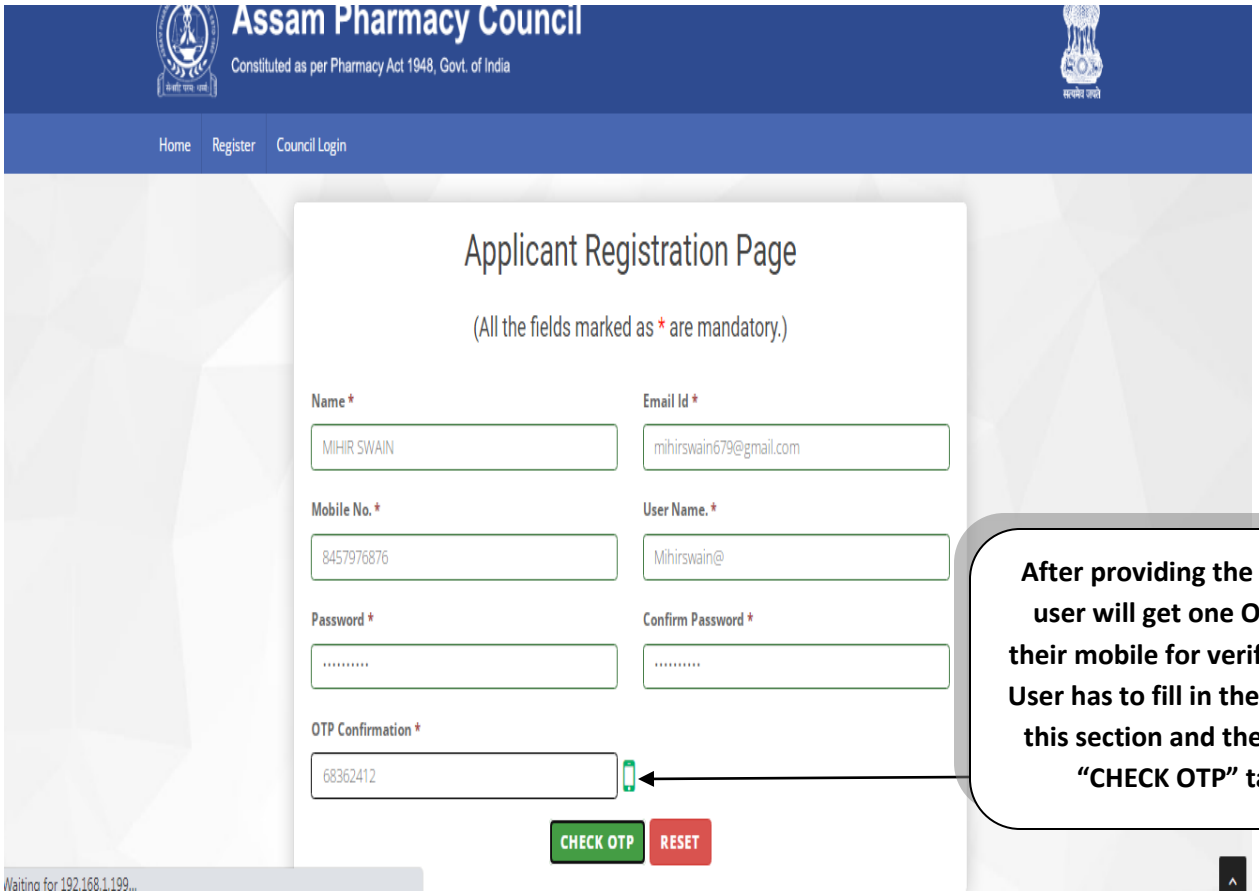
3. Login to the Fresh Application: (Landing Page)

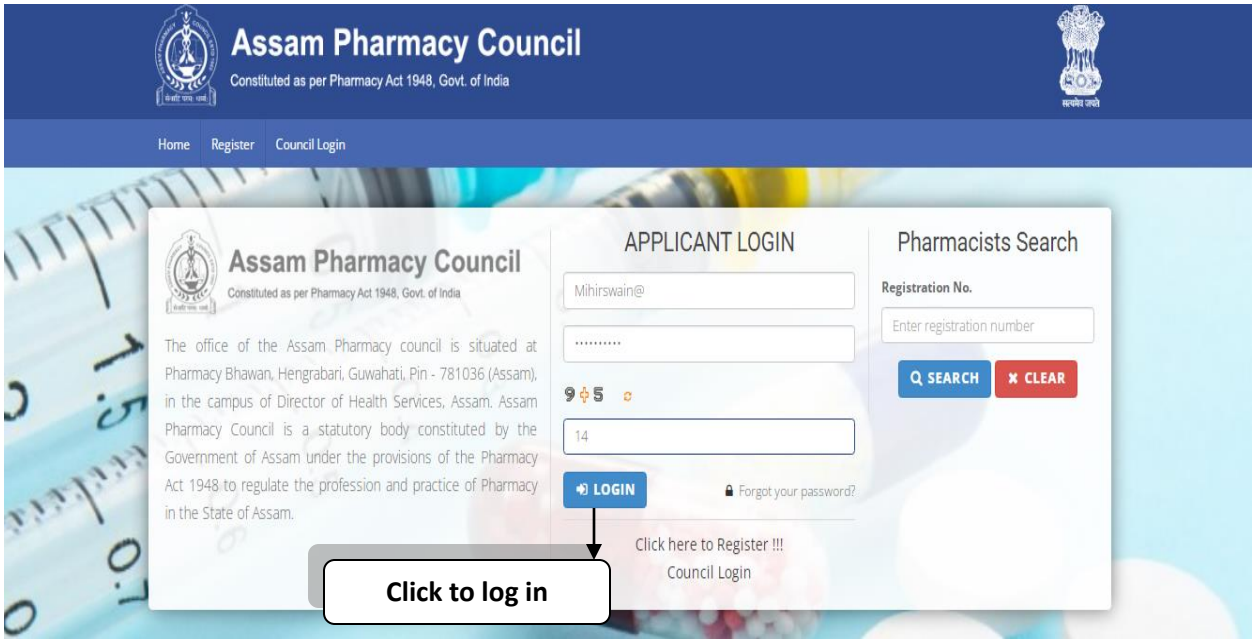
- Enter the URL **www. apconline.co.in** in the URL bar

- Click enter from keyboard; the home page of the application will occur
- If the applicant is new, then they need to register by clicking the tab which is located down below the log in tab.



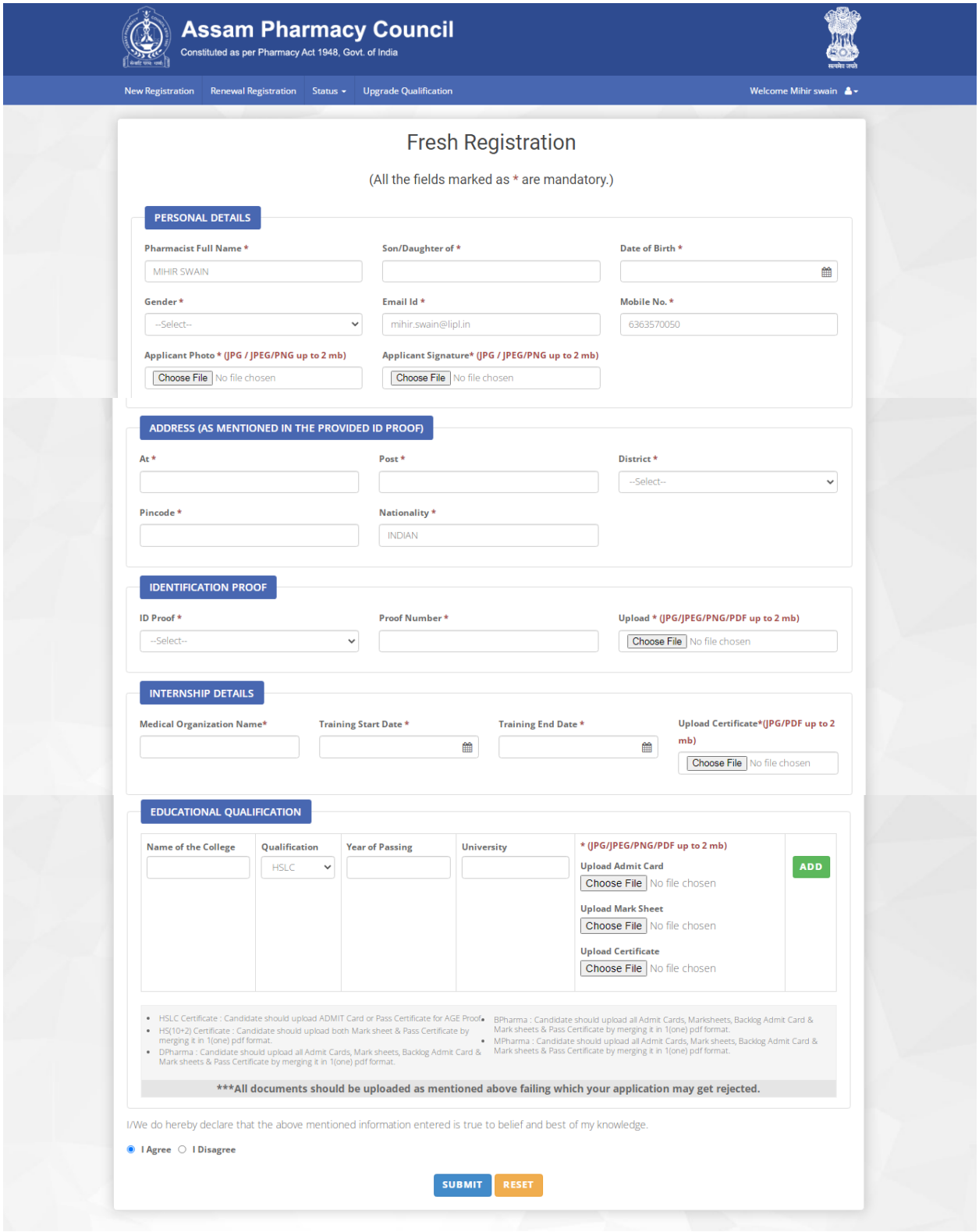



Assam Pharmacy Council
Constituted as per Pharmacy Act 1948, Govt. of India
Home
Register
Council Login
Applicant Registration Page
(All the fields marked as * are mandatory.)
Name *
MIHIR SWAIN
Email Id *
mihirswain679@gmail.com
Mobile No. *
8457976876
User Name. *
Mihirswain@
Password *
Confirm Password *
OTP Confirmation *
68362412
CHECK OTP
RESET
After providing the details user will get one OTP on their mobile for verification. User has to fill in the OTP on this section and then click "CHECK OTP" tab

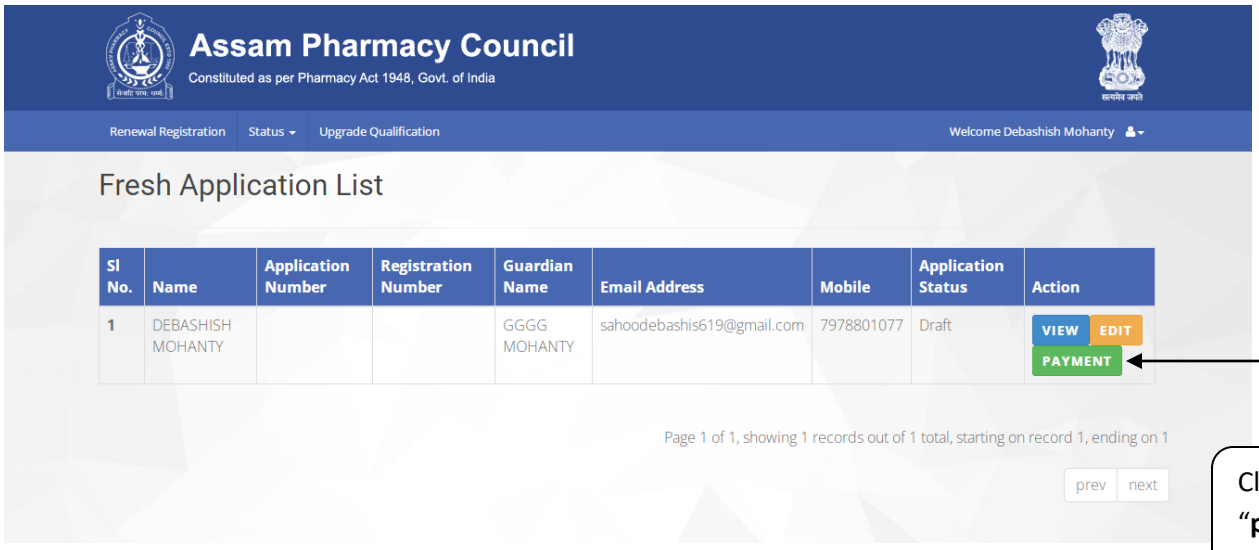

Assam Pharmacy Council
Constituted as per Pharmacy Act 1948, Govt. of India
Home
Register
Council Login
Assam Pharmacy Council
Constituted as per Pharmacy Act 1948, Govt. of India
The office of the Assam Pharmacy council is situated at Pharmacy Bhawan, Hengrabari, Guwahati, Pin - 781036 (Assam), in the campus of Director of Health Services, Assam. Assam Pharmacy Council is a statutory body constituted by the Government of Assam under the provisions of the Pharmacy Act 1948 to regulate the profession and practice of Pharmacy in the State of Assam.
APPLICANT LOGIN
Mihirswain@
LOGIN
Forgot your password?
Click here to Register !!!
Council Login
Pharmacists Search
Registration No.
Enter registration number
SEARCH
CLEAR
Click to log in

After successfully registration user will get the user id and password on their mail to log in. applicant has to fill in the Id, password & captcha then click login tab

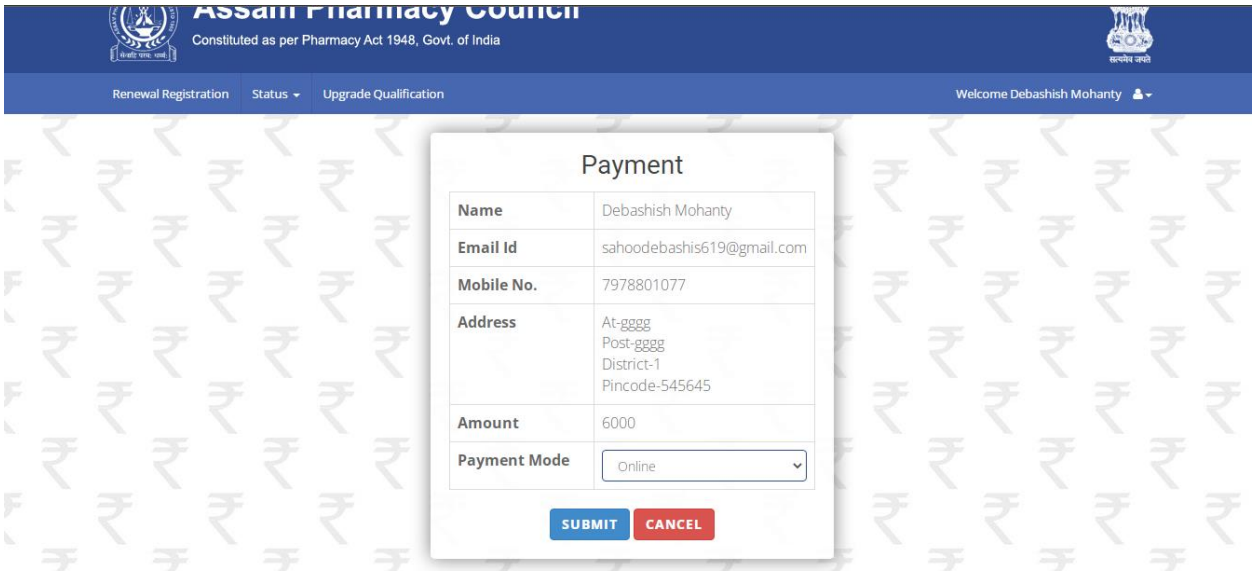
- New User should click "**NEW REGISTRATION** "tab to fill the necessary details
- After click the new user will view the fill up form.



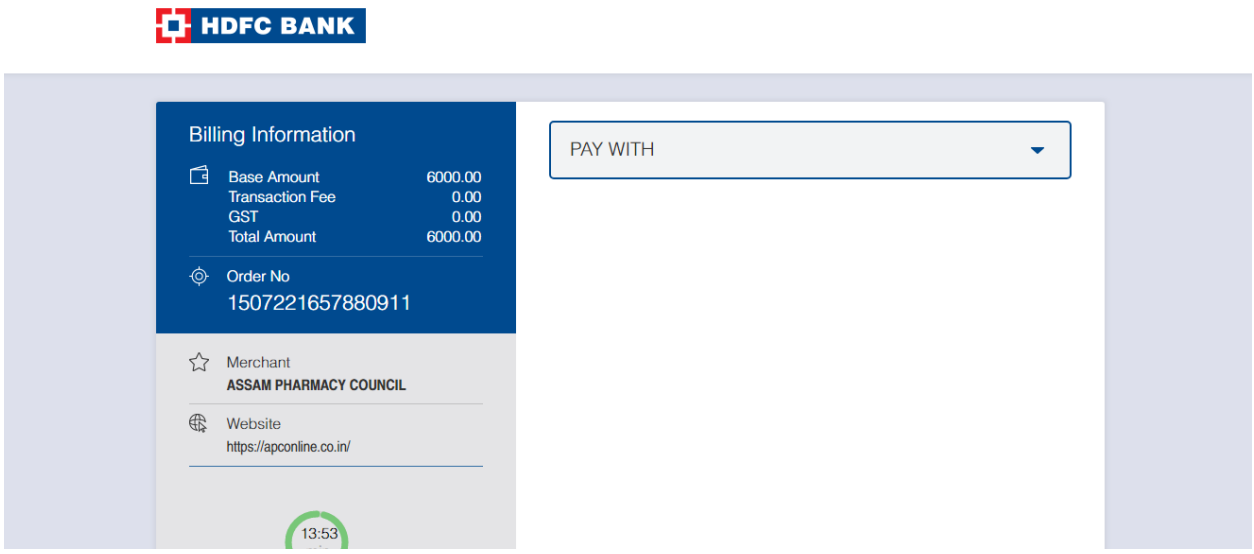
Fresh applicant has to fill all the required above details



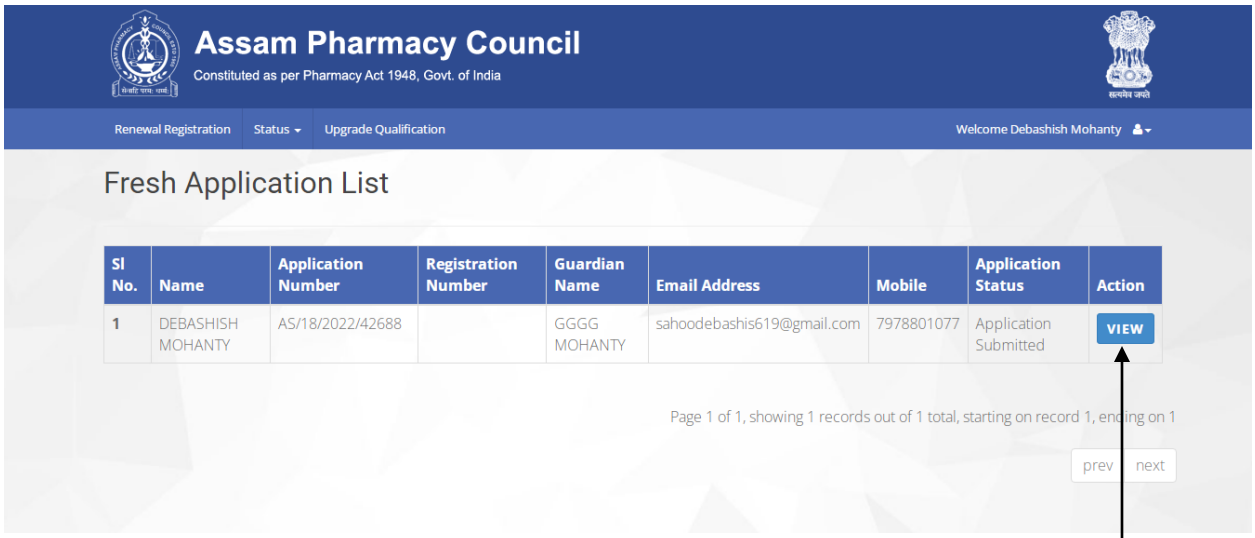
After completing all of the details, a new user will view the upper page. where he/she can view, edit, or make a payment. To submit the application,



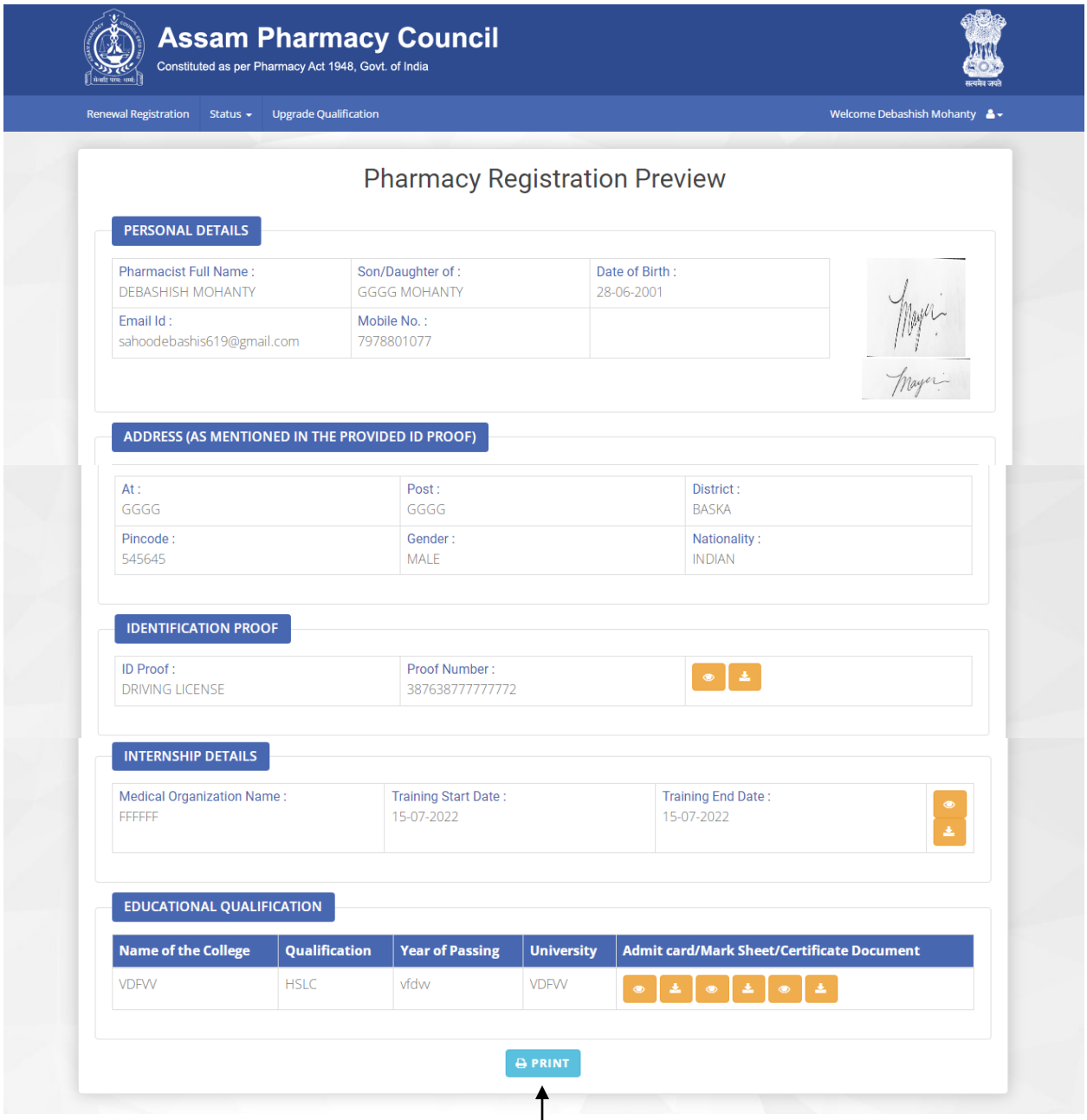
After clicking the payment tab user will redirect to payment gateway, where the user need pay the amount to proceed.



After successful payment user will get message. After that user can view the his/her application.



User can view the form by clicking the "**VIEW**" tab.



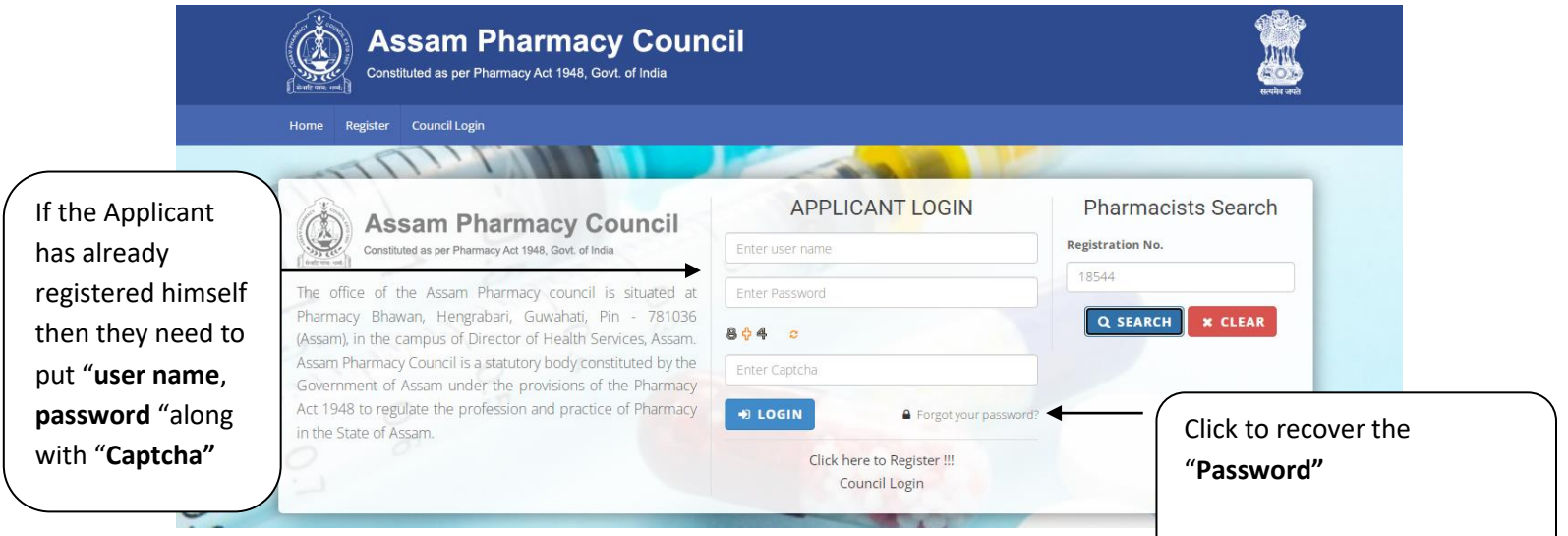
User can take a print out by clicking the “Print tab”

4. Login to the Existing Application: (Landing Page)

- Enter the URL **www. apconline.co.in** in the URL bar
- Clicks enter from keyboard; the home page of the application will occur.

- After landed on the user will see the **“Applicant log in”** & “**Pharmacist Search”**

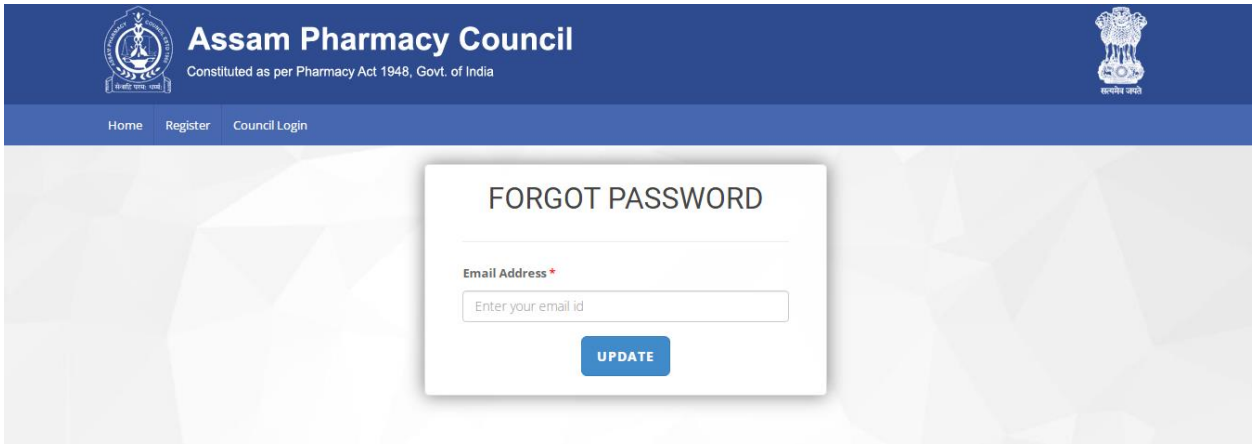
5. Applicant log in



If the Applicant has already registered himself then they need to put “**user name**, **password** “along with “**Captcha”**

Click to recover the “**Password”**

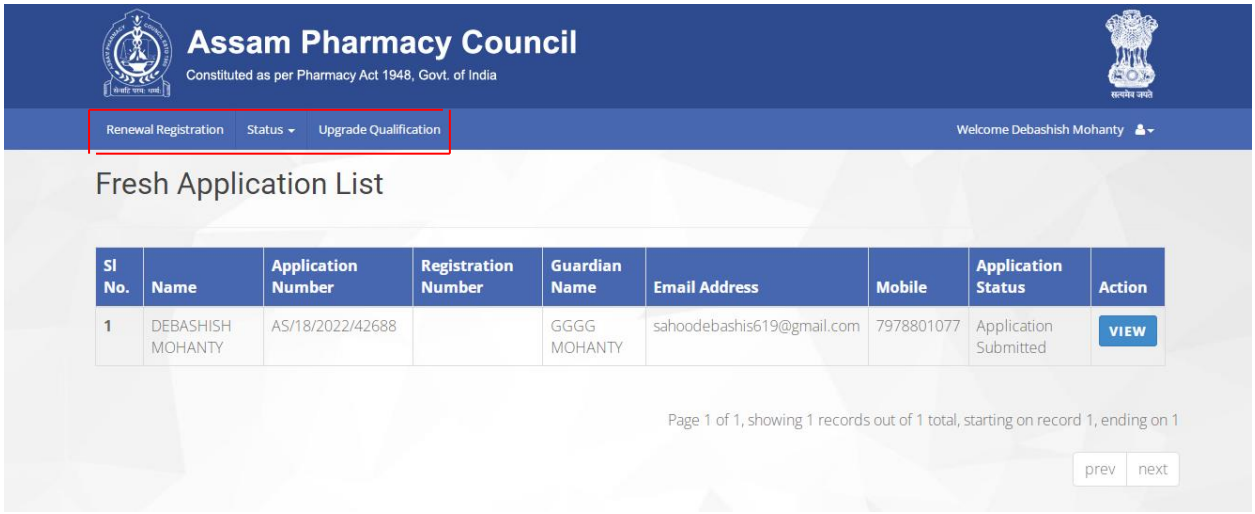
Forgot Password



Applicant need to put their email id, after that one recover mail will be sent to the email in that user should update their password.

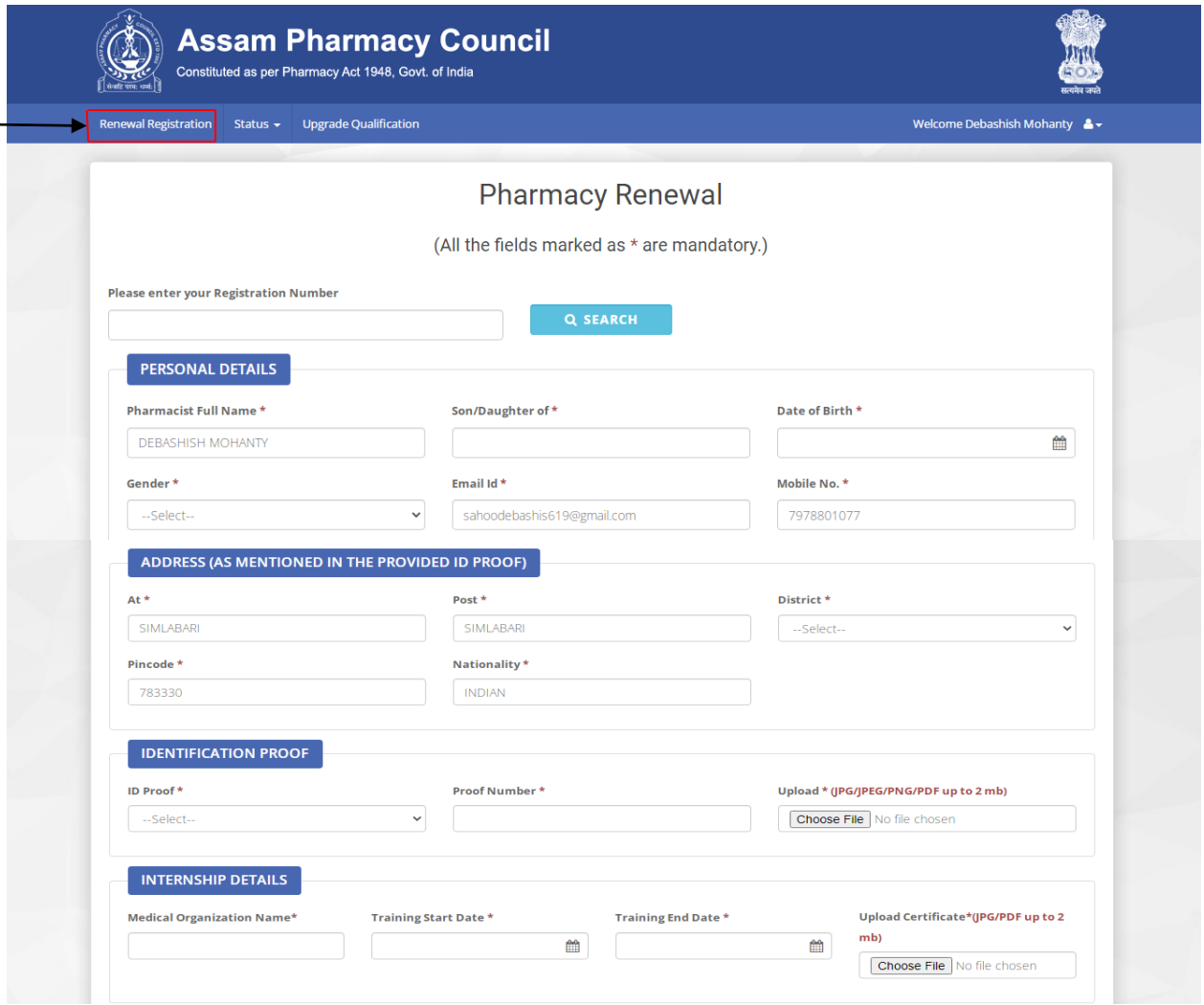
Existing Pharmacy Log In

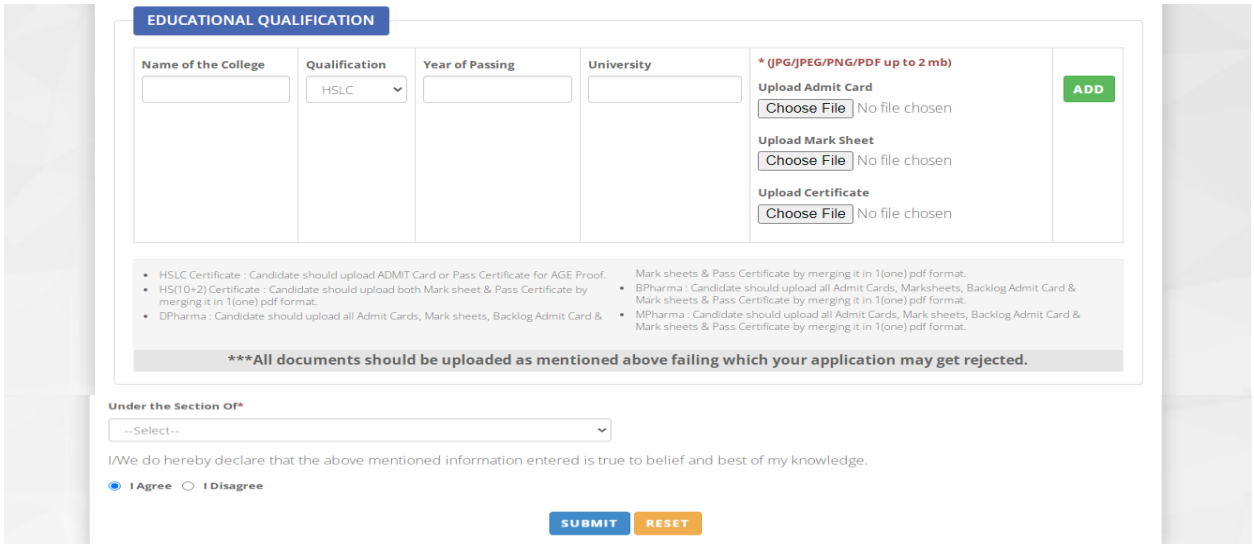
After Successfully login Applicant can view the page where they will find **Renewal Registration**, **Status** & **Upgrade qualification**.

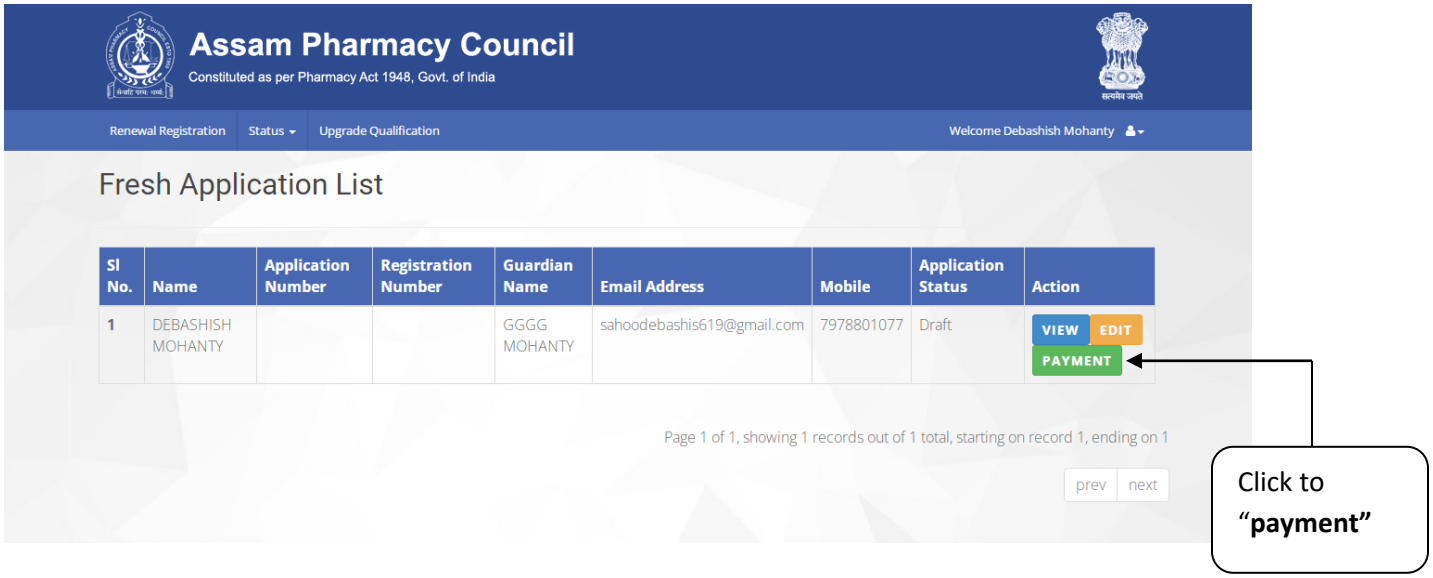


Renewal Registration

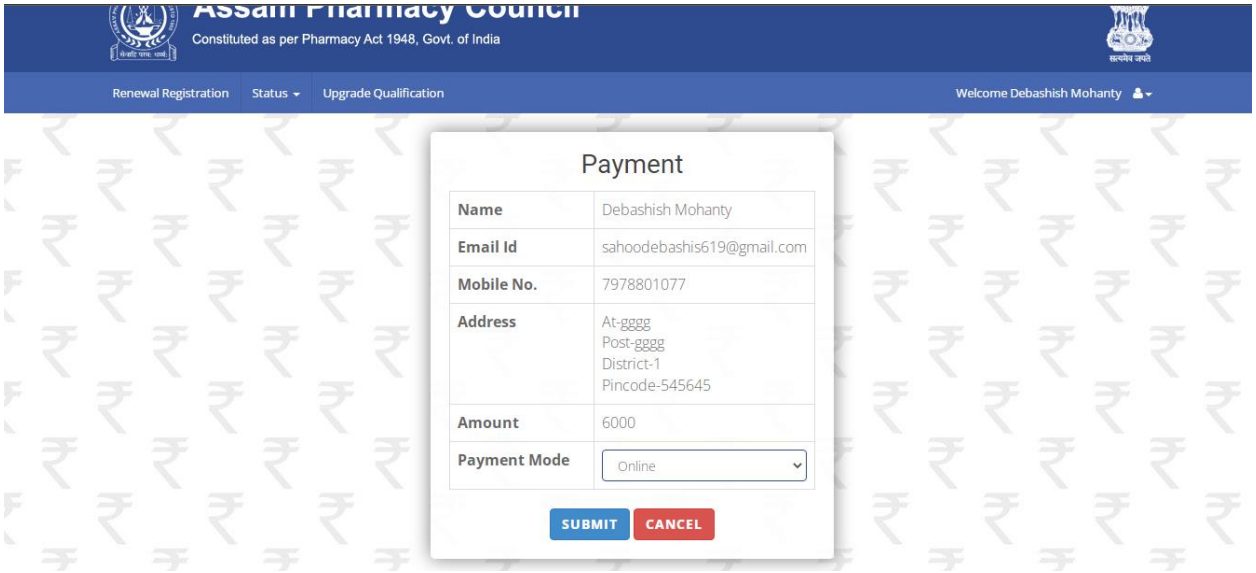
Click to open



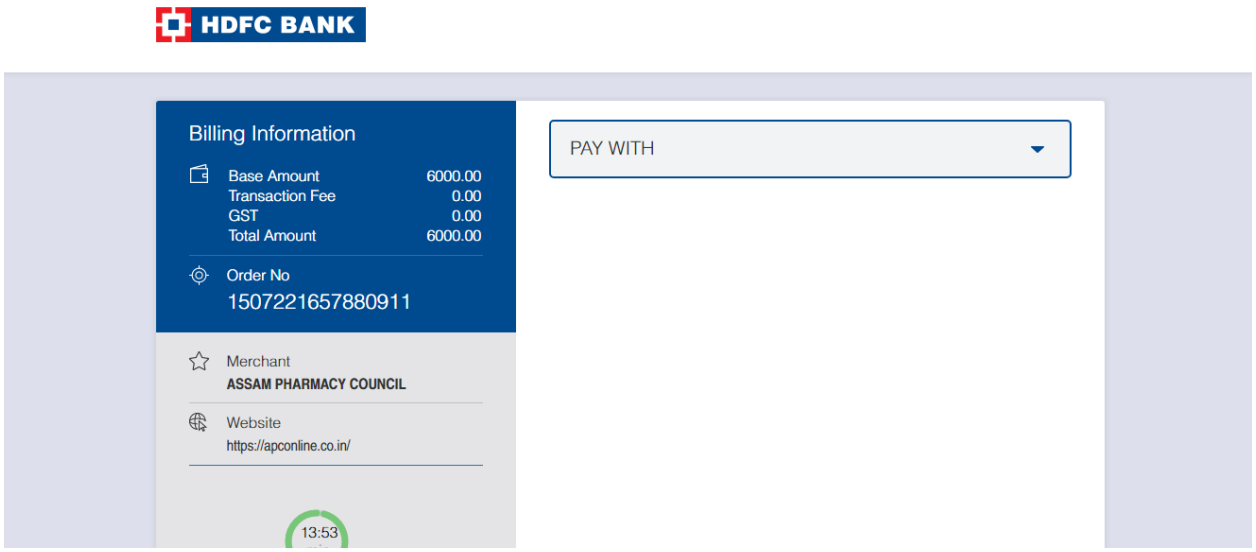




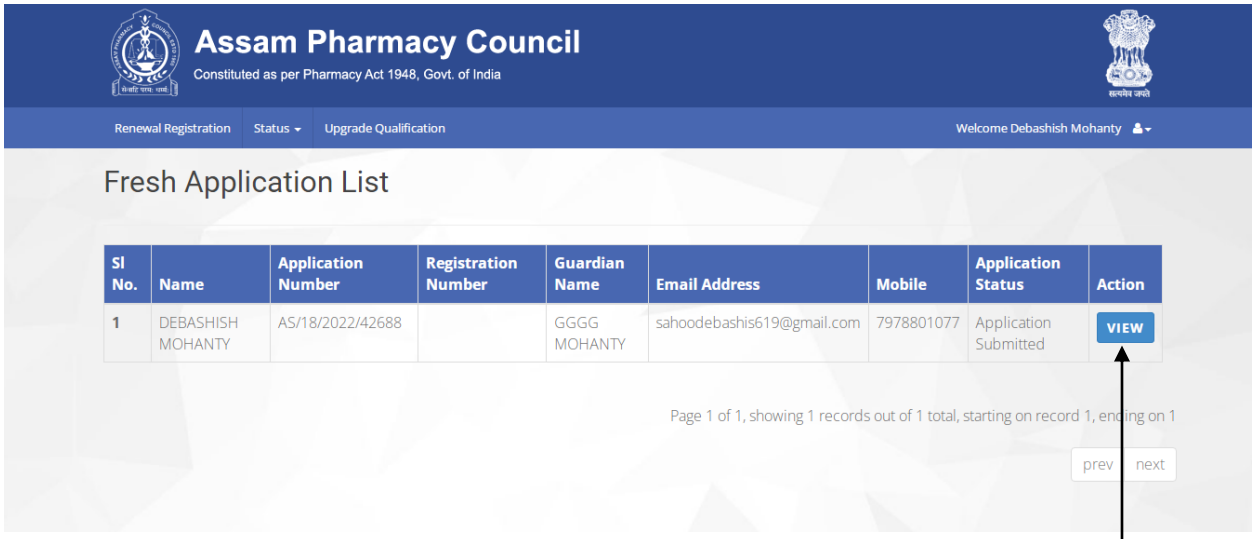
After completing all of the details, a new user will view the upper page. where he/she can view, edit, or make a payment. To submit the application,



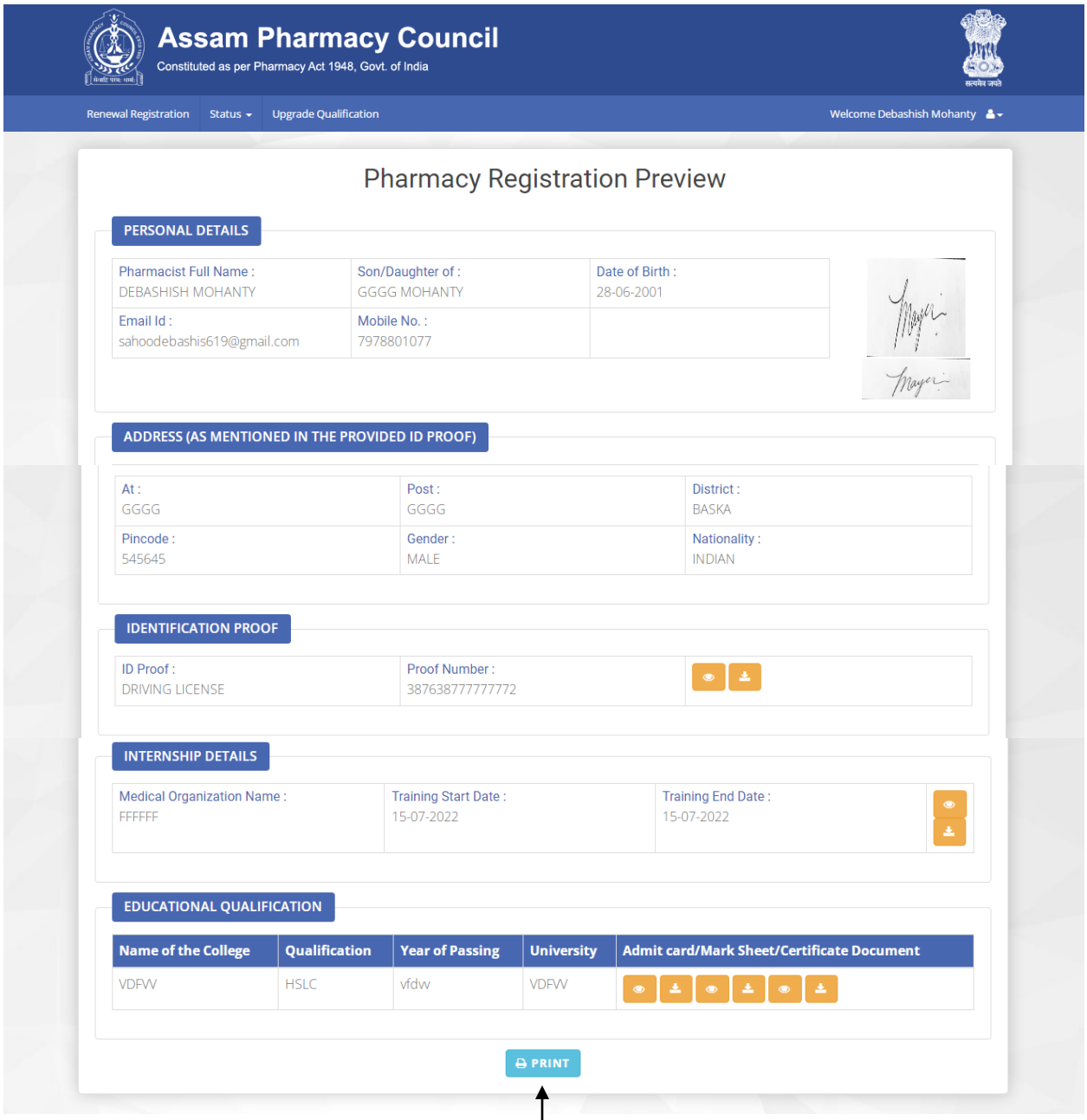
After clicking the payment tab user will redirect to payment gateway, where the user need pay the amount to proceed.



After successful payment user will get message. After that user can view the his/her application.

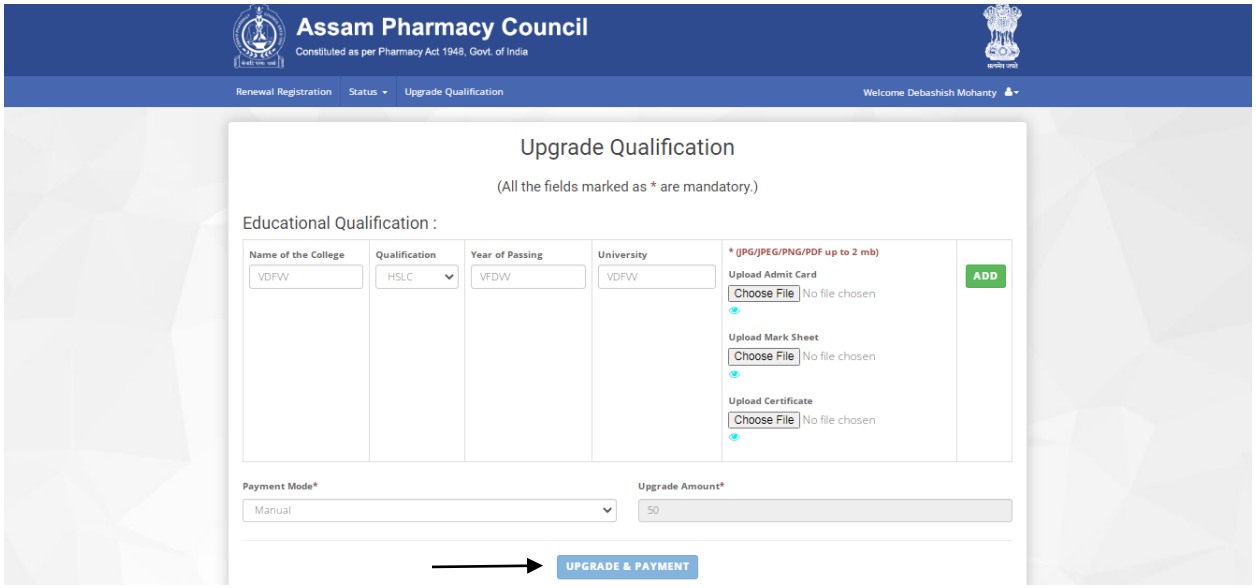


User can view the form by clicking the "**VIEW**" tab.



User can take a print out by clicking the “Print tab”

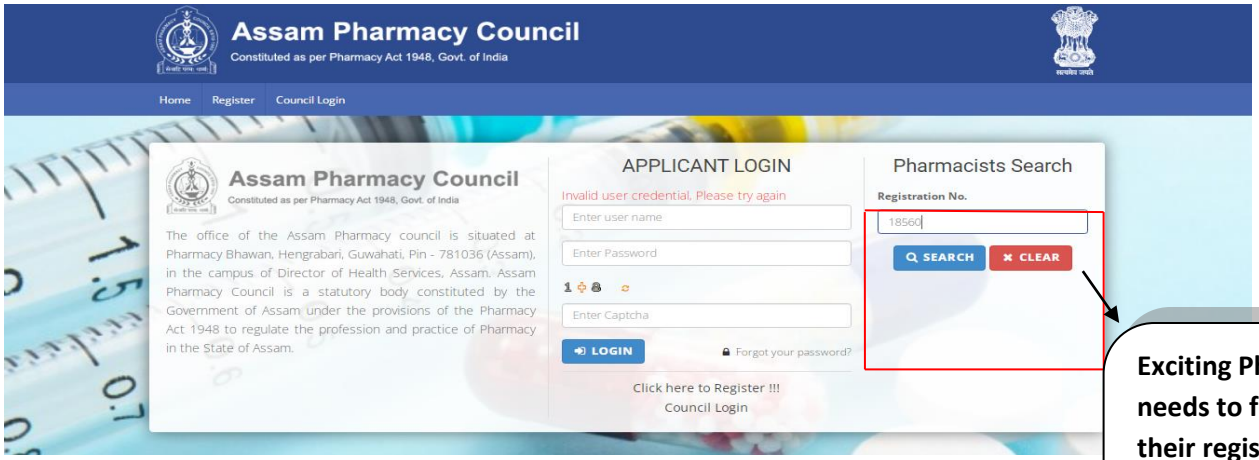
Upgrade qualification



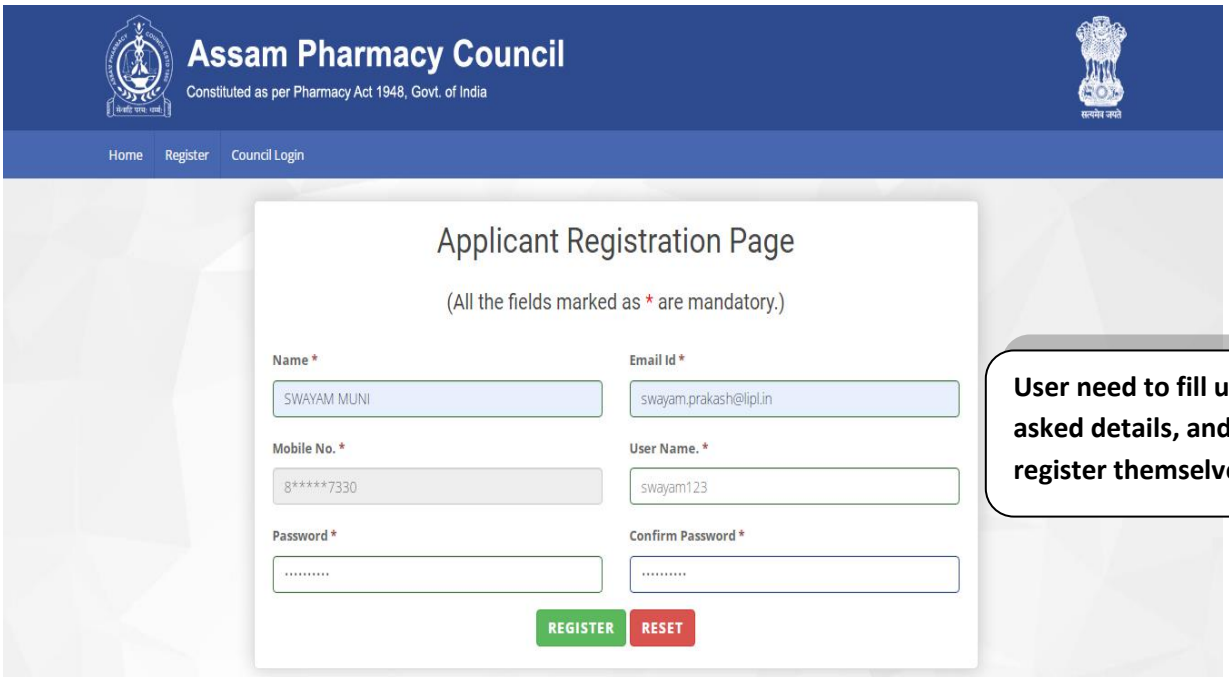
Pharmacist need to fill the necessary details asked by the application to upgrade their qualification. Then click to payment to proceed.

6. Pharmacist Search

Note- Those who have not registered but are current Assam Pharmacy pharmacists must enter their registration number in the pharmacist search tab to register.

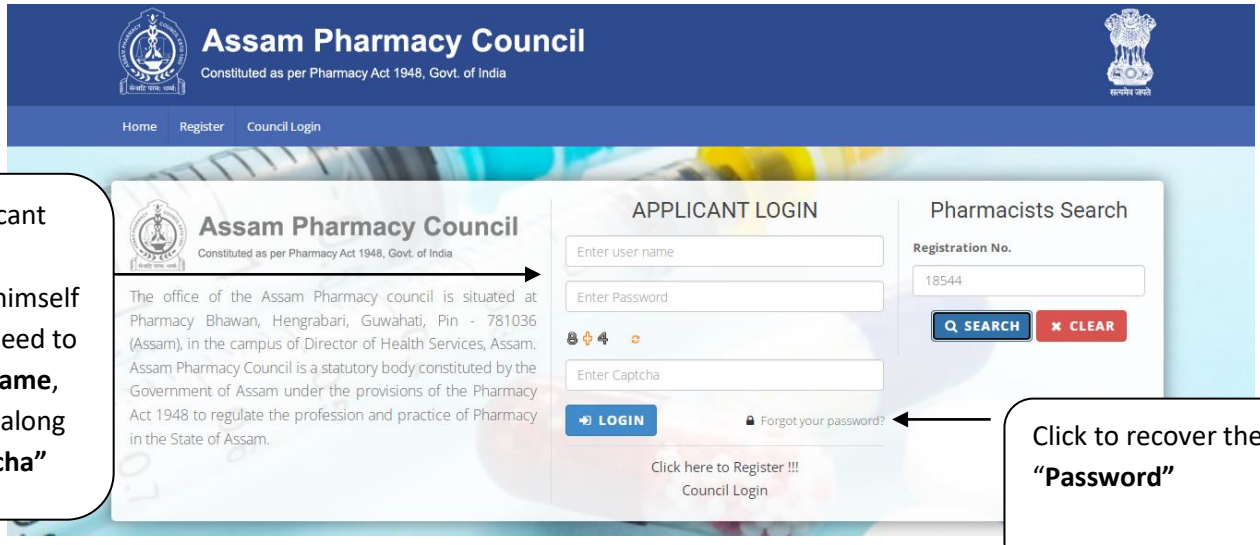


Exciting Pharmacy needs to fill out their registration number to renew their validity. Then click the search button.



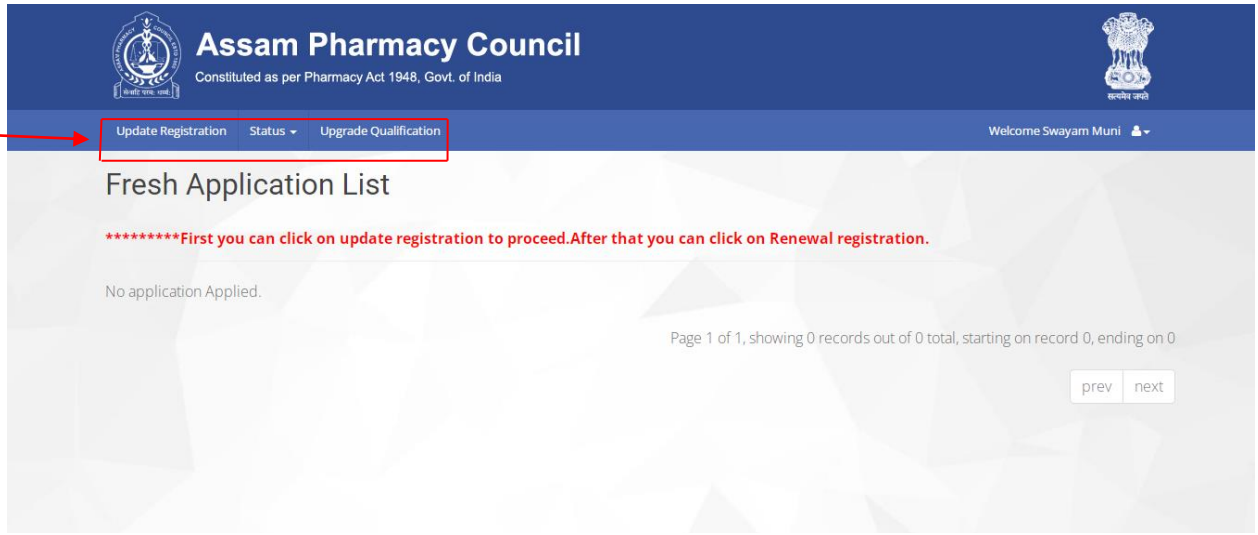
User need to fill up all the asked details, and have to register themselves.

After successfully registration the existing pharmacist will landed on the main page. The pharmacist should put their user name and password along with captch to log in.



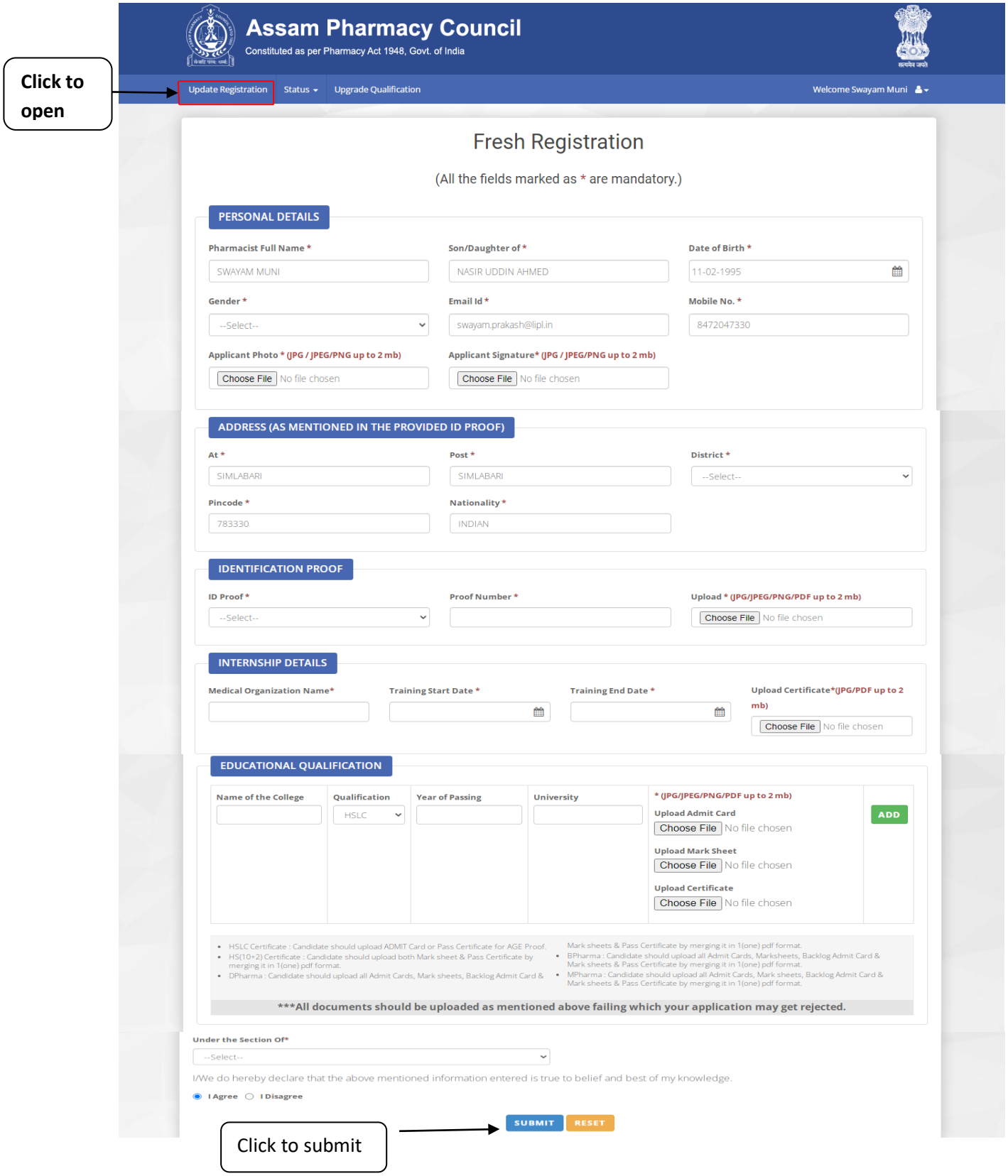
If the Applicant has already registered himself then they need to put "**user name**, **password** "along with "**Captcha"**

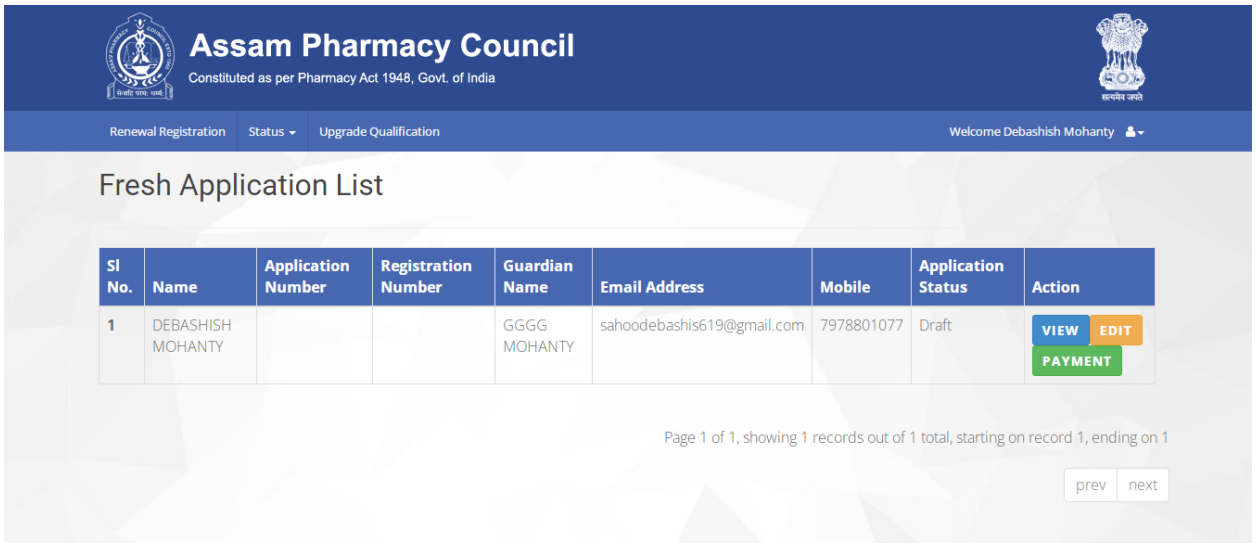
Click to recover the "**Password"**



After Successfully login Applicant can view the page where they will find **Update Registration**, **Status** & **Upgrade qualification**.

Update Registration





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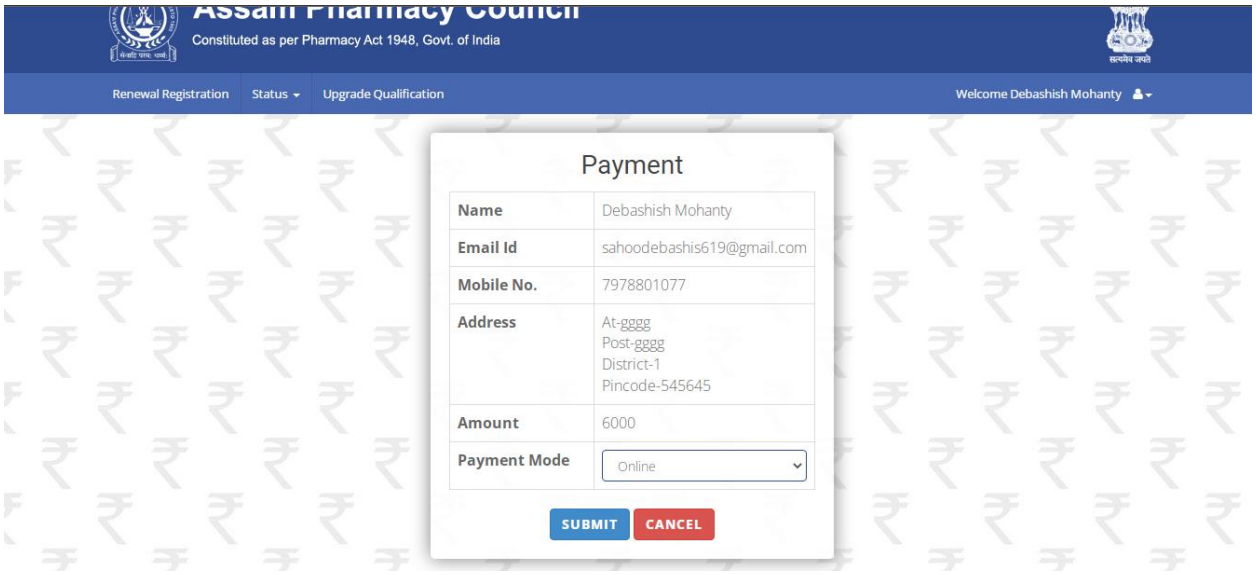
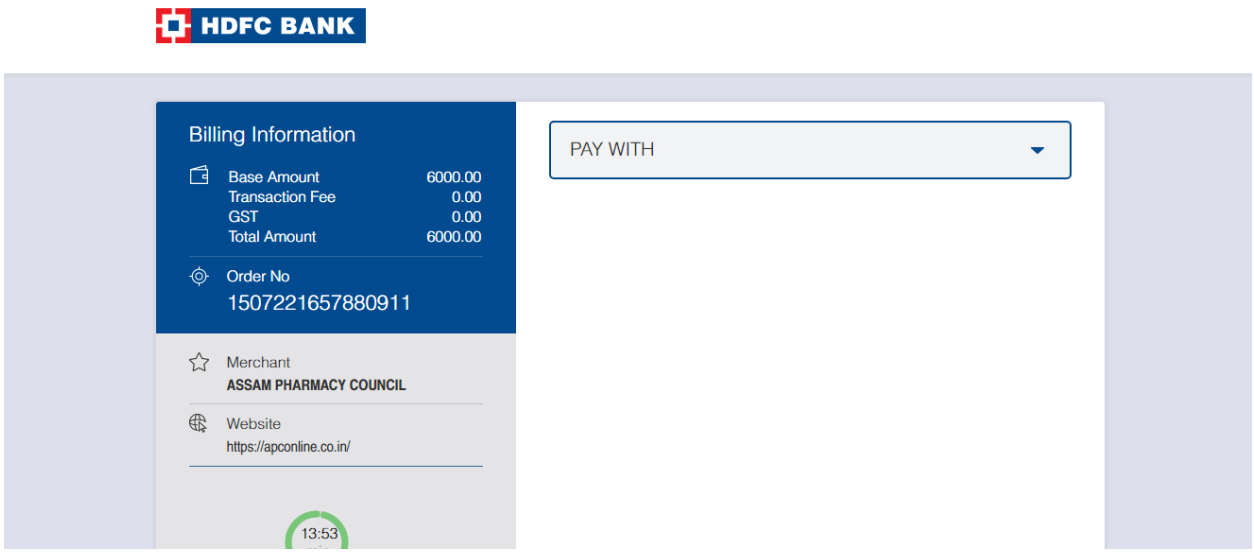
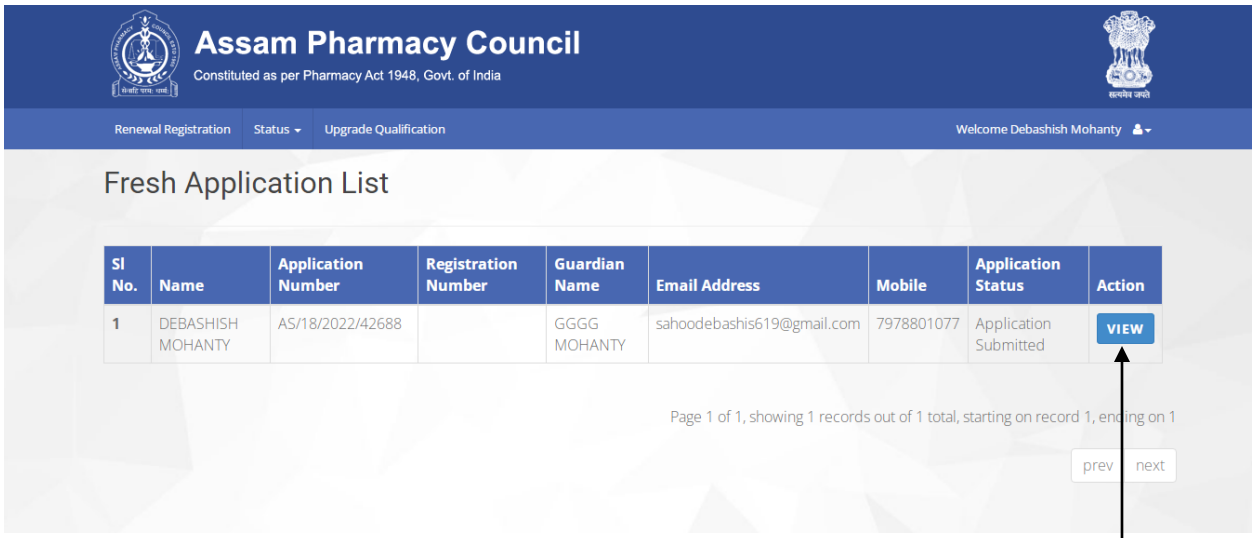


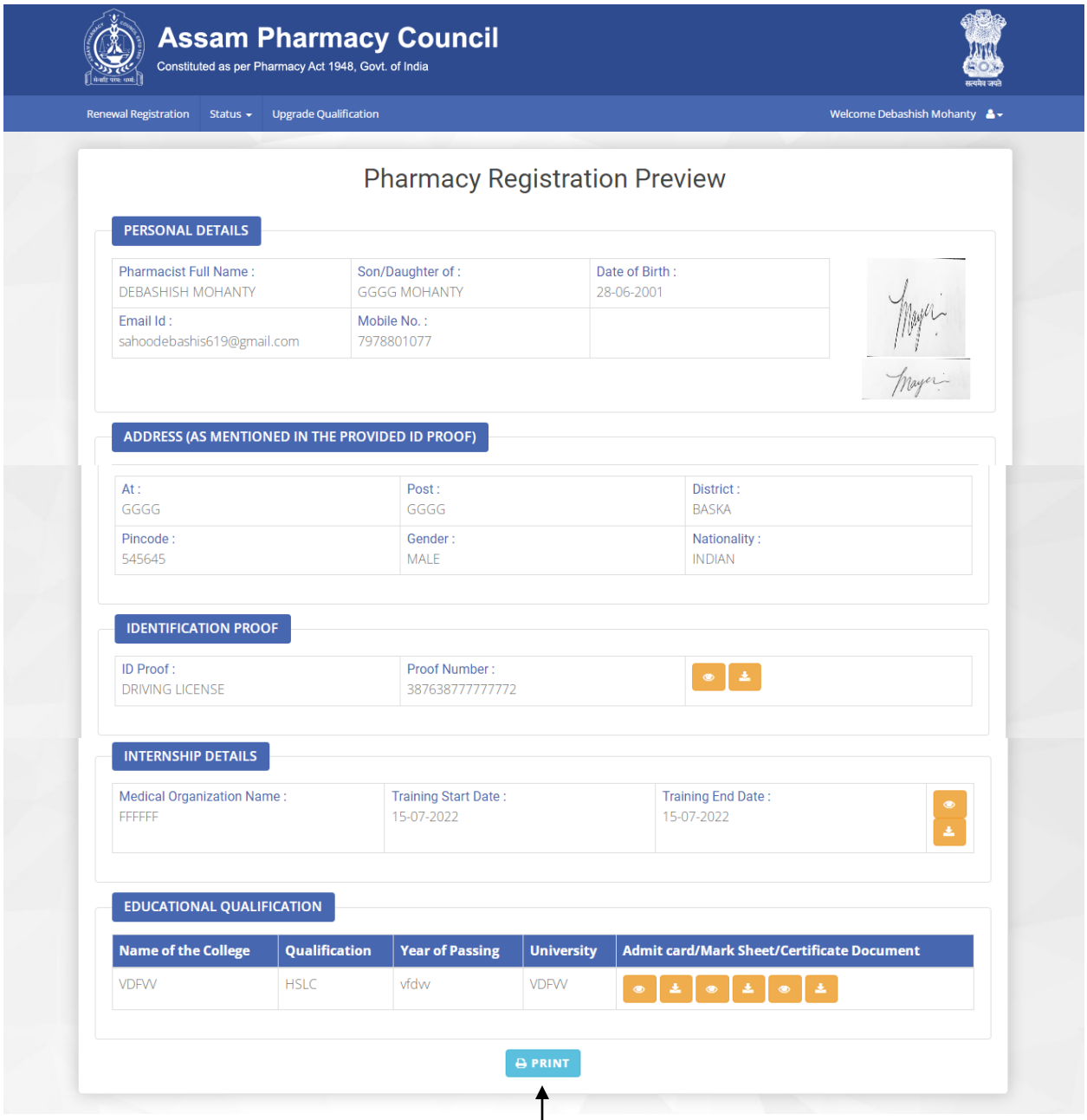
After clicking the payment tab user will redirect to payment gateway, where the user need pay the amount to proceed.



After successful payment user will get message. After that user can view the his/her application.

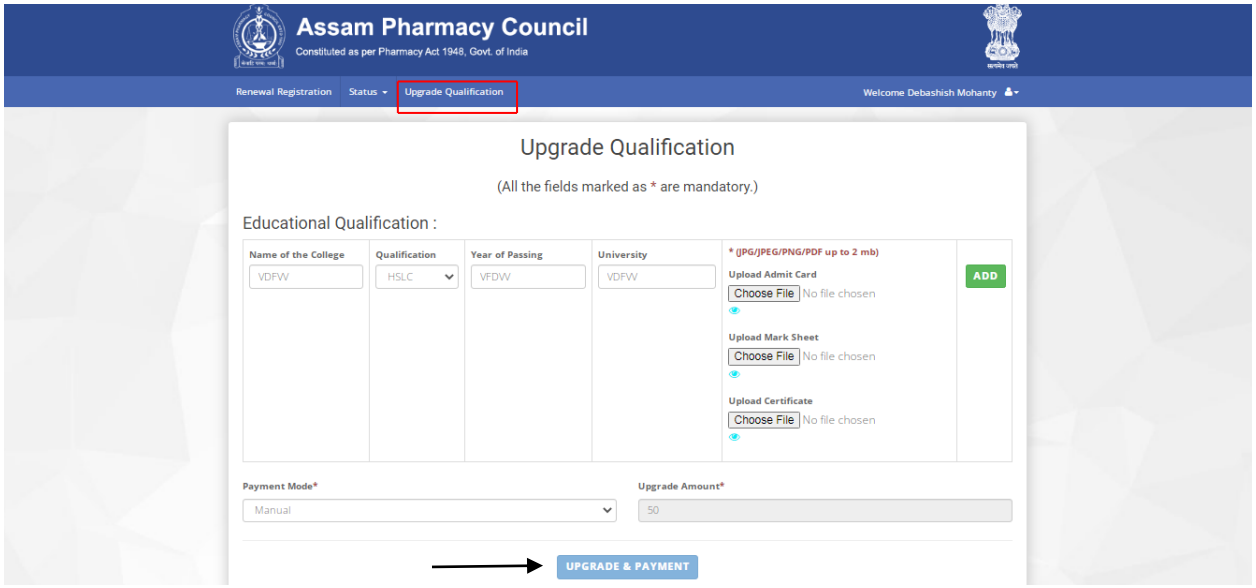


User can view the form by clicking the "**VIEW**" tab.



User can take a print out by clicking the “Print tab”

Upgrade qualification



Pharmacist need to fill the necessary details asked by the application to upgrade their qualification. Then click to payment to proceed.