**Mumbai Grahak Panchayat**

**User Guidelines for online indent (Magani Patrak) on mobile**

Basically, this is not a Mobile App, but a responsive website (RW) which adjusts itself on any type of android handset, iPod, tablets, desktop computers, etc. The user needs to have an internet connection, a properly installed web browser and pdf on the instrument that he / she is using. The step-by-step guidelines are given below –

Open our website [https://mymgp.org](https://mymgp.org) and select option ‘Member Login’ on your PC, Laptop, TAB or any kind of smartphone. Following screen will appear. (Member Login option is encircled.)

Following screen will appear after selecting Member Login -

Sangh number followed by member number.

Please read instructions below on feeding this data.

Can continue with present password, if any.
Note the functions of the open eye.

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Type your Sangh number followed by your number in the USERNAME box. For example, if your sangh number is 12503GR and your number is 4, type 12503GR004 as username. PASSWORD for logging in for the first time will be the same as USERNAME, i.e., 12503GR004. However, if you are regularly filling up the indent online, the present password will continue. *(Here watch the open eye in the PASSWORD Box. If the eye is open, your password will be converted into small rounds after showing you the password. If you close the eye by touching it, the password will be shown and will not be converted into small rounds.)*

After touching the Login button, the system will force you to change your password if you are first time user. Type present Password in the first box, new password in the second box and repeat the new password in the third box as shown in the screenshot below. The new password should be minimum of five characters. The password can be only letters, only figures or combination of both or combination of letters, figures and wild characters, viz., !, @, $, &, etc.

![Screenshot of change password form](image)

- Type present Password here.
- Type new password here.
- Repeat the new password here.

*This screen will appear only if you are first time online user.*

After this, the next form will appear on your screen as under –

![Screenshot of next form](image)

- Logout
- Menu
This screen will display Sangh Name and Number, your serial number, order cycle and end date which is the last date by which you can place, modify, cancel your order any time. This screen also has three horizontal lines on the left top which denotes MENU and three vertical dots from where you can logout after placing order.

Touch the MENU and following screen will appear which will show your name, contact details and current date.

Now click on ‘Personalize’ option under ‘Profile’. This will show following screen.

Check all the details.

Make necessary changes wherever required.

Click UPDATE to save and update your new records in our system.
In this screen details submitted by you to MGP will appear. Check the same, make necessary corrections, if any, and click on ‘Update’. Your updated details will be stored into our system.

If in future you want to change your password, click on ‘Change Password’ option under ‘Profile’.

Now click on ‘Manage Products’. This will take you to next screen with following three options -

1. View Products – This will show you items being supplied during the cycle.
2. Order Products – To place order for the next month.
3. Ordered Products – This will display products ordered by you. You can view or order your products by selecting a specific range, viz., Flour, Cereals, Edible Oil, etc. In general the items will be displayed in the same manner as they are printed in the Magani Patrak.

Now you are ready to place your order by touching on ‘Order Products’. The screen will be as under.

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**Vertical screen.**

Gently touch the product you want to order, and it will get highlighted.

Scroll from Right to Left to type number of units you want to order.

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Alternatively, just rotate your handset to get **horizontal screen** as under –

<table>
<thead>
<tr>
<th>Product</th>
<th>Sr.No.</th>
<th>Frequency</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHEAT FLOUR 2 KG SIMOR</td>
<td>2</td>
<td>1</td>
<td>107</td>
</tr>
<tr>
<td>RICE FLOUR 1KG</td>
<td>3</td>
<td>2</td>
<td>43</td>
</tr>
<tr>
<td>BESAN 1KG</td>
<td>4</td>
<td>2</td>
<td>73</td>
</tr>
<tr>
<td>JOWAR FLOUR 1 KG</td>
<td>5</td>
<td>2</td>
<td>57</td>
</tr>
</tbody>
</table>

Apart from name of each item, other details like Units, Sr. No., frequency in months, sell price and MRP will be displayed. The procedure for filling up online maganipatrak is same as filling it up manually. Now fill in the required number of units in the box against relevant item. You can either directly type the number of units or click + or – signs next to the box. Once your orders are complete, touch ‘SUBMIT’ at the bottom of the screen as shown under –

This function automatically updates the data punched by you and you need not do anything further manually. You will get a suitable message on the screen which will go off once you touch the OK button. You can use
this function after placing order for a few items to save the data and then again go for placing order for other items. Once you submit your order, the same will be displayed at the right side in detail on PC and at the bottom on mobile below the SUBMIT tab, including number of units ordered, number of items ordered and approximate cost.

You can also cross check ordered products by clicking on that option under Manage Products option in the Menu.

If you find that there is some mistake while placing the order, go back to ‘Order Products’ option, make necessary changes in the appropriate box and click on SUBMIT. **Please note that you have to punch the required number of units for any correction, or zero for cancellation, because this will replace the earlier figure.** You may also use + or – sign to rectify the error. You can rectify / modify / cancel your order at any time and as many times as you want till the last date of the cycle mentioned on the screen. You can also take a printout of the ordered products from the option provided for the same on the right hand side, if your PC / mobile is connected to any printer. **Please note that the member placing online order will be responsible for any mistakes on his / her part. Please also note that once you login into the online system, no manual data entry will be possible from our side. Similarly, if your order is placed manually from our side, no online data entry is allowed by the system.**

If the last date for filling up online Magani Patrak is over, the system will flash a message as under after you login.

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Now the last option is to Manage Invoice. The following screen will appear when you touch view invoice-
This is a pdf file which you can store in your mobile / pc. If you want to go to previous screen touch Left Arrow at the left hand top corner.

If you have any complaints against the product, its packing, etc., or any suggestions, please click on ‘Help Us Improve’ option under “Talk to Us” tab. System will display the following screen. You may type your suggestions / complaints *upto a maximum of 300 characters* in the box. Click on ‘Send’ option and your message will be mailed to us directly. Our Purchase Committee will look into the matter and will do its best for redressal of the same. *Please, however, note that your e-mail address should be properly registered with us to enable us to reply you by mail.*

Type your feedback in this BOX and then Send to us.
Now you are ready to ‘Log Out’ as informed on page 2 of this manual.

If you happen to forget your password, just select ‘Forgot Password’ option available on the login screen. This will ask you your e-mail id registered with MGP. Your password will be sent to you by mail only if this e-mail id matches with our records; else system will flash a message about the mismatch. _In this case the system sends a mail containing correct password to the member’s registered e-mail id_. If still there is any problem you may call Chandrakant Jadhav or Nivedita Joshi on 26209319 or 26700897 during office hours and they will be pleased to reset your password. They may ask you a few questions to properly verify your identity.

If you are facing any other problem related to viewing Magani Patrak or non-display of Magani Patrak or bill for the required cycle, please contact Chandrakant Jadhav or Suresh Salvi on the same number.

Generally the Magani Patrak for the next month will be available online on the day of distribution of your goods. To avoid any teething problems, please fill your manual magani patrak and then go for online in the beginning. Once you gain confidence, you may do away with manual magani patrak.

We have provided a running ticker at the top to communicate any important issue / update to our members.

Needles to add that after using this utilitiy for some time, you need not type the entire RW address in the url because after typing first few letters, this address will be displayed automatically. In browsers like Chrome, you can bookmark this RW, so that you need not type the address again and again.

We earnestly request you to guide other members who are using an android but are not well versed with its different features.

_Happy hasselfree indenting_

_(Compiled by Abhay Datar, Mumbai Grahak Panchayat)_