

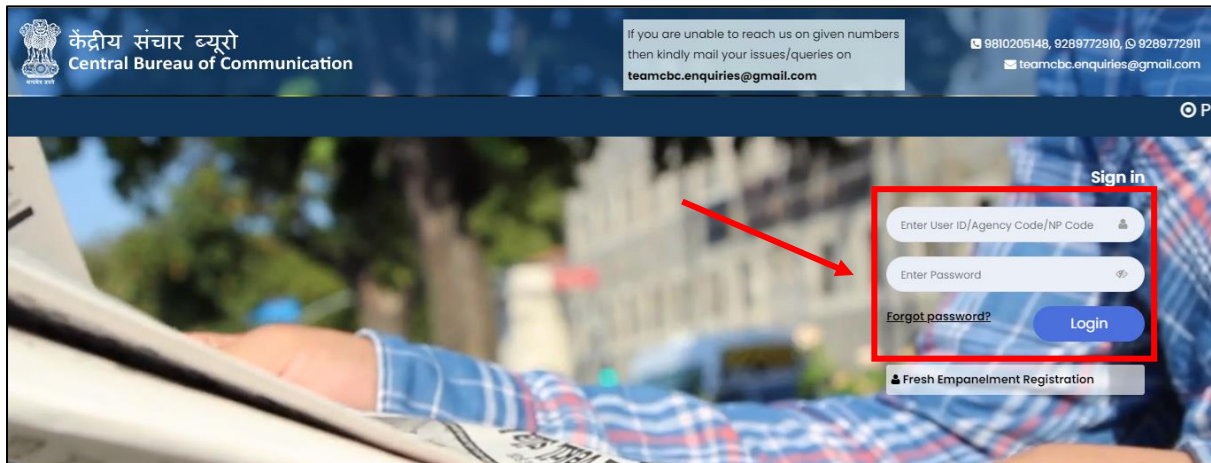


Compliance User Manual

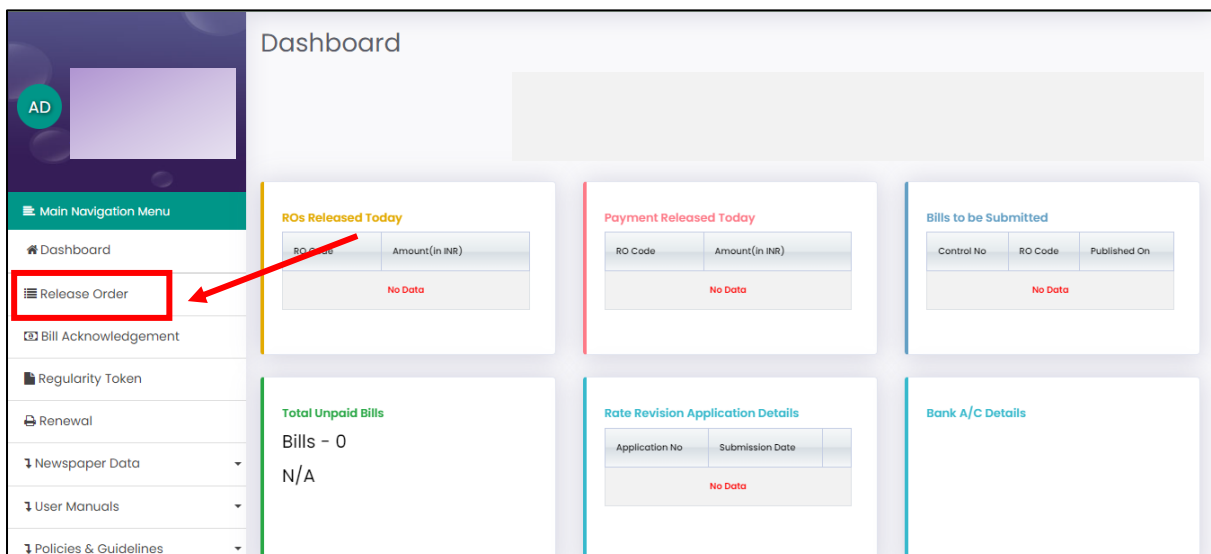
Step 1 :

- Enter **NP code/Group code**
- Enter **Password**
- Click on "**Login**" button

Note: NP will be a 6-Digit Numeric Code & Group Code will be a 9- Digit Alphanumeric code (VO*****)



Step 2 : Here you will see your Dashboard. On the left sidebar click on the “Release Order” button



Step 3: Click on "Submit Compliance"

The screenshot shows the 'Release Order List' interface. At the top right, there is a 'Home' link and a user profile icon. Below the header, there is a 'Download RO List' button. The main area contains search filters for 'Published From' and 'Published To' (both with date pickers), and 'Search' and 'Reset' buttons. Below the filters, there is a 'Show 10 entries' dropdown and a search input field. A table displays the following data:

Sr.No.	RO Code	Subject	Date of Publication	RO Amount	Color Type	Display Type	Size Selection	Advt. Size (L X W)	Download Creative	Compliance Details	Bill Details
1	13101/13/0002/2324	test subject 21	21/07/2023	1503	B/W	Display	Custom Size	7 X 8		Submit Compliance	Waiting for Compliance Submission

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons. A red arrow points to the 'Submit Compliance' button in the table, which is also highlighted with a red box.

Step 4: Fill all the required details and upload the documents in PDF format. Click on "Submit" button.

The screenshot shows the 'Add Compliance' form. It includes the following fields:

- RO Code/आरओ कोड* (dropdown)
- Newspaper Code/समाचार पत्र पहचान* (text input)
- Newspaper/समाचार पत्र (text input)
- Language/भाषा (dropdown, set to ENGLISH)
- Periodicity/आवृत्तिकाता (dropdown, set to DAILY(M))
- Publication Place/प्रकाशन स्थान (text input)
- State/राज्य (dropdown)
- Published on/पर प्रकाशित* (date picker, set to 19/06/2023)
- Published on Page No./पेज नंबर पर प्रकाशित* (text input)
- Remark/टिप्पणी (text area, placeholder: Enter Remark)
- Upload Full Page Image /समाचार पत्र छवि अपलोड करें* (file upload, 'Choose File' button, 'No file chosen')
- Upload Advertisement Image Published/विज्ञापन छवि अपलोड करें* (file upload, 'Choose File' button, 'No file chosen')

A red arrow points to the 'Submit' button at the bottom right, which is highlighted with a red box.