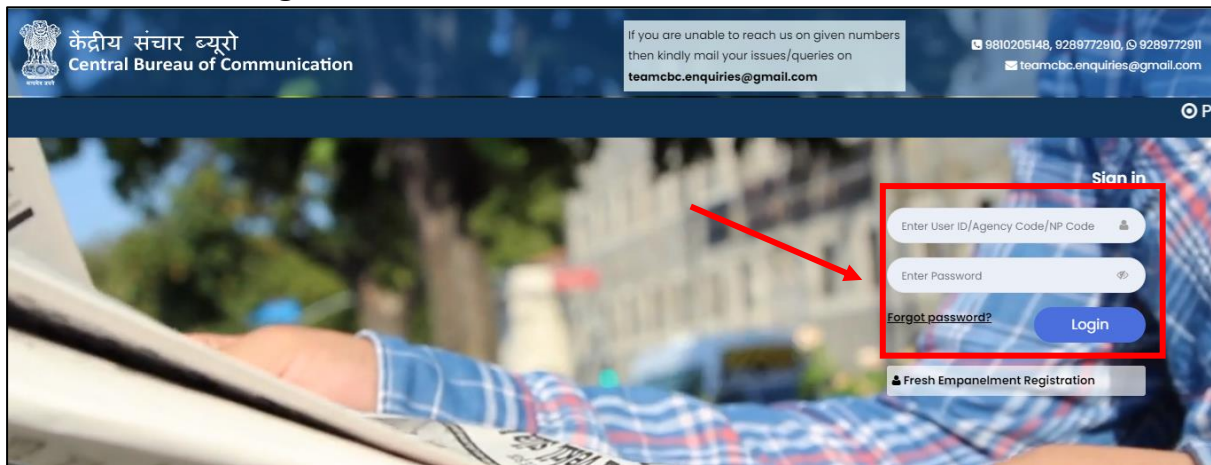




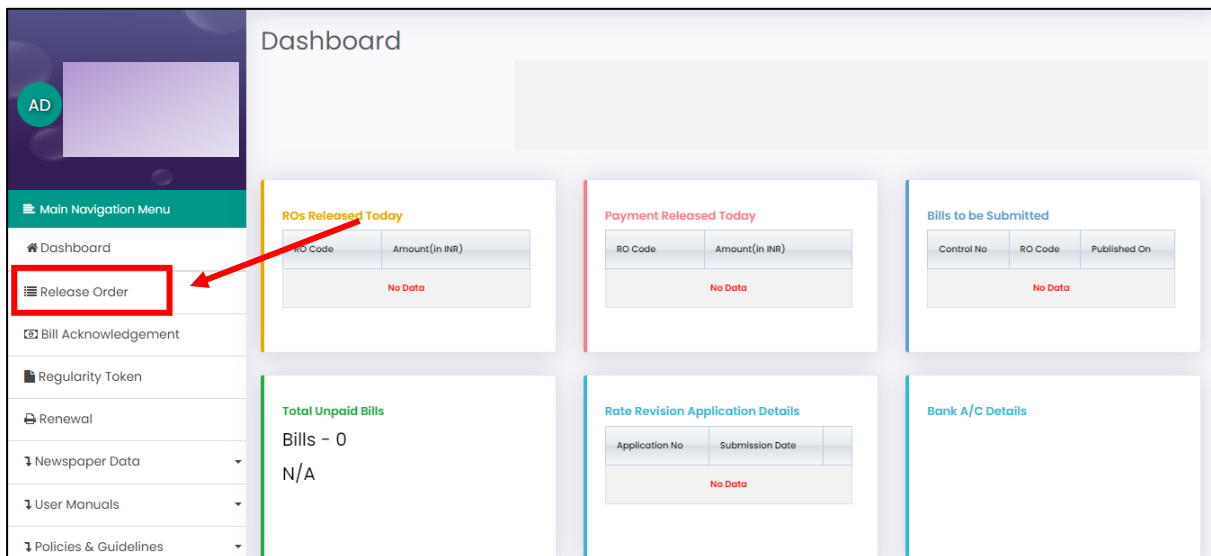
## Release Order User Manual for Publisher

### Step 1 :

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



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



**Step 3: Click on the RO code and download RO.**

Release Order List

Published From: DD/MM/YYYY | Published To: DD/MM/YYYY | Search | Reset

Show 10 entries | Search:

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	34126/12/0033/2324 Click Here to Download RO										Submit Bill

**Step 4: Click on "Click here to Download Creative" to download creative.**

Release Order List

Published From: DD/MM/YYYY | Published To: DD/MM/YYYY | Search | Reset

Show 10 entries | Search:

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	34126/12/0033/. Click Here to Download RO							18 X 2	Click Here to Download Creative		Submit Bill

**Step 5:** Give consent to download the creative by selecting “YES” on the Consent and click on “Submit” button.

The screenshot shows a form titled "Download Creative". It contains several input fields: "Date of RO Released", "Date of Receipt", "Proposed Date of Publishing\*" (with a calendar icon), and "Publishing on which page\*". The "Consent\*" dropdown menu is set to "Yes". A green "Submit" button is located at the bottom left. Red boxes and arrows highlight the "Consent" dropdown and the "Submit" button.

**Step 6:** Download the creative by clicking on “Click here to download”.

The screenshot shows the same "Download Creative" form, but now with a table below the input fields. The table has three columns: "Sr.No.", "Language", and "Download Creative". The "Download Creative" column contains two links: "Click Here To Download". A red box and arrow highlight the first link.

Sr.No.	Language	Download Creative
1.	English	<a href="#">Click Here To Download</a>
2.	Hindi	<a href="#">Click Here To Download</a>