USER MANUAL



PAU Kisan Mela Booking Portal

PAU Kisan Mela Stall Booking Port: X +					-	o ×
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🜻 PAU Kisan Mela Stall E	Booking Portal		an Mela Downloads	Login Register M	Mela Map Contact Us	
2024 ਨਾਕਰਲ ਜਹਾਂਗੇਰ 2024 (ਅੰਨ੍ਰਿਤਸਰ) ਬਾਨੇ 12 ਮਾਰਚ ਬਠਿੰਡਾ ਫਰ 2024 ਕੁਰਦਾਸਪੁਰ ਪਾ	ਦੇਸ਼ੁੱਛੇ ਤੇਯੂ ਕੈਂਪਸ ਕਿਵਲ ਸ਼ੱਖਰੀ 7 ਮਾਰਚ 2024 ਸ਼ਰੀਦਕੋਟ 2024 18 ਮਾਰਚ 2024 18 ਮਾਰਚ 2024 18 ਮਾਰਚ 2024 19 ਸ਼ਰੂਬ 19 ਸ਼ਰ 19 ਸ਼ਰੂਬ 19 ਸ਼ਰੂਬ 19 ਸ 19 ਸ 19 ਸ 19 ਸ 19 ਸ 19 ਸ 19 ਸ 19 ਸ	E-Mail Address Password san Mela Agricultural University, Ludh elas. This activity was starte tember On this occasion, b industriat exhibition is also y mountain zone (at Nag Kal singh Nagar, south-wester PAU campus attract arous s Awards are given to the j cash prize of Rs. 25,000.	iana is th e first agricultural d in 1967. These Melas are resides field demonstrations, put up and farm produce co of Rabi and Kharif crops. Th a come (at Faridkot and Bat d 0.1 million farmers every	egularly held twice a yea exhibitions, sale of impro- impetitions are held. Now is is done to cater to the n rifed zone (At Baltowal Se hinda) and central plain z y session. At the March k ach in horticulture and ag	ra L Ludhiana in March ved variety seeds and regional fairs are also ueeds of the farmers of unkhri, Distt. Shaheed zone (at Patiala). Kisan úsan Melas, two Chief griculture. Each Award	

1. Open the link <u>www.stallbooking.pau.edu</u> for user registration

STEP 2 User Registration

- 1. Click on Register tab to register as new user
- 2. Company Name: Enter Complete Name of the Company mandatory for registration
- 3. Company Address: Enter Company Address
- 4. GST No.: Please enter valid GST No. of the company
- 5. Contact Person: Enter the Name of the Contact Person
- 6. Mobile No.: Enter valid Mobile No. of contact person
- **7.** Email Address: For login to User Panel and receiving message upon completing the stall booking process
- 8. Password: Please enter the valid password of 8 alphanumeric characters

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🜻 PAU Kisan Mela Stall Booking Portal Home	About Kisan Mela Downloads Login Register Mela Map Contact Us
Register	
* All fields are mandatory. Please fill details carefully Company Name :	Company Address :
Enter GST Number to claim GST :	Contact Person Name:
Enter GST Number to claim GST Mobile No :	Email Address :
Enter 10 digit Phone No	Email for further Communication
Password :	Confirm Password :
Register	
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Login to User Panel

1. After the User Registration process the system will automatically Login and open the dashboard displays the company profile

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MR SINGH	DEMO COMPANY Dashboard	Dashboard								
% User Preference	Welcome !!!									
Φ Map View	Dear MR SINGH Thank you for registering with PAU Kisan Mela Agro-industrial Exhibition Portal. Your company details are as below: GST No.: Address :- City Name Mobile No.: 111111111 Email - id:::mrsingh@company.com									
	To participate in draw please save your stall/ advertisement preferences by clicking on the button below. Save your preference									
Copyright © 2020 PAU, I	udhiana. All rights reserved. Maintained & Hosted by: Directorate of Extension Education Email: mobileapps@pau.edu									

- 2. Otherwise click on Login tab to login the user panel
- **3.** For login the user panel enter the email address and password entered during the User Registration step and click the Login tab to logged in

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	5 ਮਾਰਚ ਨਾਗਕਲਾਂ ਜਹਾਂਗੀਰ	ਬੱਲੋਵਾਲ ਸੌਂਖਰੀ 7 ਮਾਰਚ	About Kisa	n Mela						
	2024 (ਅੰਮ੍ਰਿਤਸਰ)	2024	Kisan mela	s. This activity was	started in 1967.	These Melas are	regularly held	ne country to initiate t d twice a year at Lud sale of improved vari	hiana in March	
	12 ਮਾਰਚ _{ਬਠਿੰਡਾ} 2024	ਫਰੀਦਕੋਟ 18 ਮਾਰਚ 2024	an agro-ind held twice	dustrial exhibition is a year before the s	also put up and owing of Rabi ar	d farm produce o nd Kharif crops. T	competitions a his is done to	are held. Now regiona cater to the needs of t Ballowal Saunkhri, I	I fairs are also the farmers of	
	20 ਮਾਰਚ ਗੁਰਦਾਸਪੁਰ	ਪਟਿਆਲਾ 22 ਮਾਰਚ	Bhagat Sin Melas at P	gh Nagar), south-v AU campus attrac	vestern zone (al t around 0.1 mil	t Faridkot and Ba lion farmers eve	athinda) and c ry session. At	entral plain zone (at the March Kisan Me ulture and agriculture	Patiala). Kisan las, two Chief	

4. After login the user panel click on **"Save Your Preferences**" in green tab or the user preferences tab on the side bar

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PAU Kisan Mela Stall 💻			🤨 MRSINGH 🔺
Colline DEMO COMPANY	Preferences		User Preference
 User Preference Map View 	Save Preference Details for Stalls Booking Your company details are as below: Company Name:: DEMO COMPANY Company Representative Name:: MRSMCH Got No:: Address: Contrame Mobile No:: IIIIIIII Email: Nd:: mosinghi@company.com Select Your Industry Type: 	Six or Six plus stalls with Advertisemnts (Second Draw) Three Stalls with Advertisemnts (Fourth Draw) One Stall (Sixth Draw) Product to be Displayed :	

5. Then save the preferences details for stalls booking as Select Industry Type: Agriculture, Non-agriculture, Food/Soft Drink Points, Click on buttons as : Stalls with major advertisement, Six or Six plus stalls with Advertisement, Four Stalls, Three Stalls, Two Stalls and One Stall, Whether Require University Support : Yes or No, Industry Type: Agriculture and Nonagriculture and Product to be Displayed: Tractors, Rotavators, Pesticides, Fertilizer, Agriculture Implements, Handtools etc. and click the submit button

Generating and Freezing of Draw List

- 1. After saving the User Preferences the Draw of the registered users can be opened by the Convener, Agro-industrial Exhibition, PAU, Ludhiana on the draw date as on 2.3.2020 from 9:15 AM onwards
- **2.** The draw process can be generated on the basis of the user number of stalls requirement and the randomization process
- 3. After generating the draw list the Convener, Agro-industrial Exhibition will freeze the draw list
- 4. Then the Committee Member will done the Pre Booking of the stalls

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🥝 👄 Online	Draw for the Companies	Registerd in PAU	Kisan Mela P	ortal. Once draw is freezeed the	re will be no change in the list.				_
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	Rejet30	comapnay30	9916923930	eramardeepsingh82@gmail.com30	Stalls with Major Advertisement	4	A	Rejet	
	Rajats	comapnay8	123321128	eramanleepsingh82@gmail.com8	Stalls with Major Advertisement		~	Rajat	
	Rajat24	comapnay24	9916522924	eramardeepsingh#2@gmail.com24	Stalls with Major Advertisement		~	Rajat	
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	Rejet26	comapnay26	434343426	eramardeepsingh82@gmail.com26	Stalls with Major Advertisement	8	A	Rejet	

Booking of Stalls

- 1. After freezing the draw, the next step is Pre Booking that will be done by the Committee Members, Agro-industrial Exhibition
- 2. Click the Draw Result tab on side bar to Pre Book the stalls from the freezed draw list
- 3. Click Pre Book tab under Action column
- **4.** This will transfer it to Provisional Stall Booking. Then enter the Stall Number from the dropdown menu, enter the multiple number of stalls by Add option
- 5. Addons option adds Gate No. 1, Gate No. 2, Nursery Chowk, Mela Mural 1, Mela Mural 2, Electric Pole in Mela Route, Hoardings, Air Balloon
- 6. After click on the Confirm tab this will confirms the Provisional Stall Booking

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	Stell	102		Oenerei Steli	40,000.00		-40,000.00	7,200.00	47,200.00						
	Stell	808		Oenerei Stell	40,000.00		40,000.00	7,200.00	47,200.00						
	Gross Amount						160,000.00	28,800.00	188,800.00						
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7. After the Provisional Booking of the Stalls the Map View indicates as Orange colour as the Provisionally Booked Stalls



Payment Confirmation

- 1. Then Cashier confirms the payments by clicking on Confirm Payment tab on sidebar
- **2.** The provisional booked stalls list will be generated and click Confirm Payment tab for the confirmation
- **3.** Then select Cheque/DD/Cash option, Enter Cheque/DD No., Enter Date of Cheque/DD, Enter the Total Amount and click Add Payment tab to confirm the payment

Map View	Rajat31			9916523931					
map view	Email ID								
	eramardeepsingh82@	9gmall.com31							
	Billing Amount								
	Category	Stall Name/Addon	туре	Price	Number	Taxable Amount	Тах	Gros	
	Addons	ns Mela Stage & Pandal - 120,000.00 1 120		120,000.00	21,600.00	141,600.00			
	Stall	191	Behind KKG	30,000.00	1	30,000.00	5,400.00	35,400.00	
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	Cheque 🔻	324567	02/25/2020	31860	0		^	dd Payment	
	Back								

4. After adding the payment details the Map View turns from Orange to Red as Booked Stalls

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5. Drag mouse over the booked stalls shows the Company Name

Changing Password

1. For changing the User, Administrator, Committee Member and Cashier password click on top left hand side Login bar. Click on password option to change the password

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	select * Major Advertisements:- Mela Mural 1 & 2, Mela stage & pandal, & 2, Nursery Chowk etc: * Advertisements:- Air Baloon, Hoardings, Elecrtic Poles in Mela Mela Badges				Submit
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2. To change the password, firstly enter the Current Password then enter the New Password of alphanumeric format and enter Confirm New Password and click on Change Password tab.

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Forget Password

1. If anyone forget password then on Login page click Forget Your Password tab to reset your password

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2. Enter your registered Email. Then system will automatically Send Password Reset Link to your registered Email ID

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