MINES RETURN
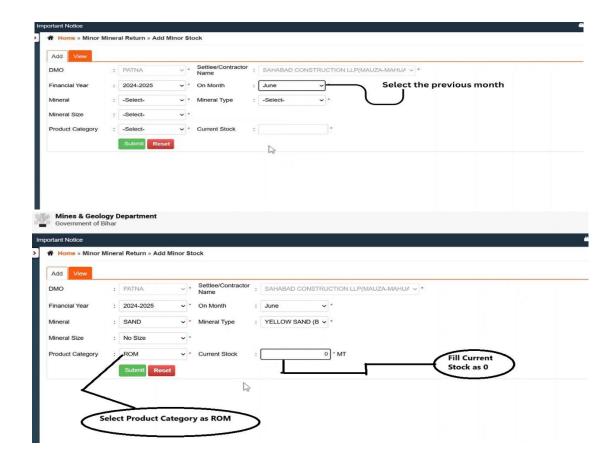
Following Steps are for the ones who are filling mines return for the first time(Part 1)
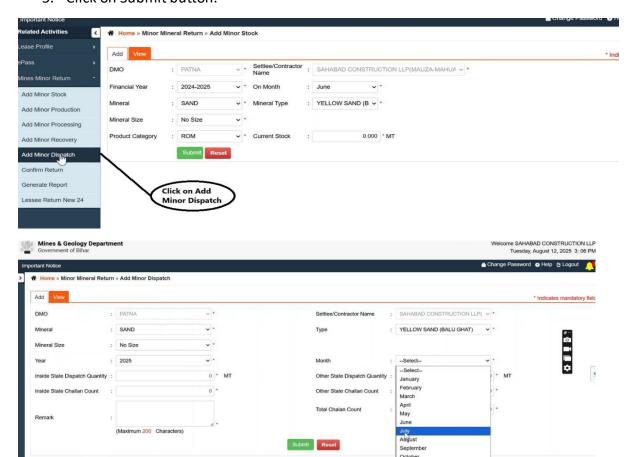
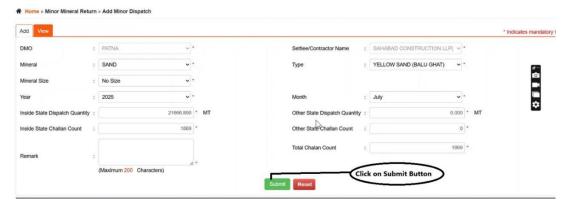### Step 1

1. Log In to khanan-portal using **Stock Id** and **Password**.
2. Click on home button.
3. **From the menu click on Minor Mineral Return and then select Add Minor Stock.**
4. In the current page, fill the details as shown in the image below.
5. When filling the Mines Return for a given month, the user must select the previous month of lease starting date. (For example, if the return is for July, the month selected should be June.)
6. In current stock the user will select the **weight** as **0**.
7. Product Category shall be selected as **ROM**.
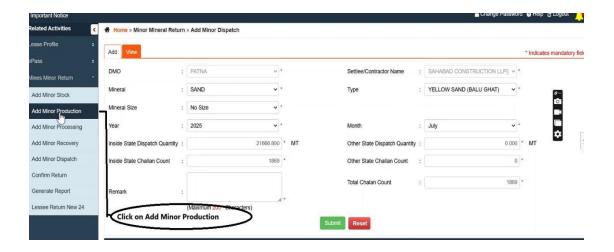8. Click on **Submit** button.

Step 2

1. Go to the menu and select **Add Minor Dispatch**.
2. In this step, the user must choose the month for which the Mines Return is to be submitted.
3. After filling required details, Inside State Dispatch Quantity, Outside State Dispatch Quantity, Inside State Challan Count and Outside State Challan will be filled as 0 (Point : Screen shots below shows other value ,since the particular id had already filled mines return . In your case it shall be automatically filled as 0 because you are filling it for the first time.)
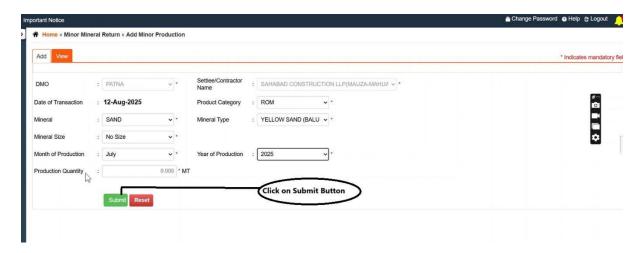4. Fill up the remaining details.
5. Click on Submit button.

Step 3

1. For the next step, click on **Add Minor production**.
2. In this step, the user must choose the month for which the Mines Return is submitted.
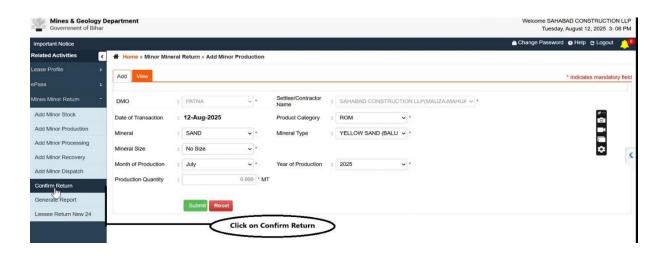3. Production quantity shall be filled automatically filled 0 .
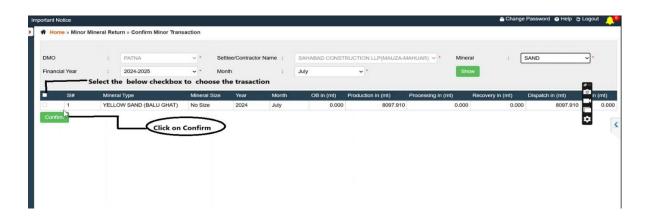4. Click on Submit Button

Step 4

Click on **Confirm Return**.

Fill up the details.

Click on check box to choose the transaction.
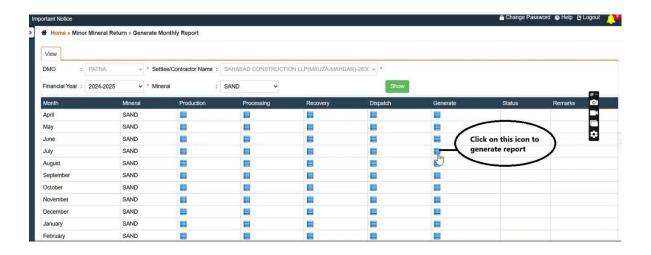
Click on **Confirm** button.

Step 6

1. Click on **Generate Report**. Fill the year and month.

2. Select blue icon to view the report.

3. Since the mines return has yet to be filled the report will show mines return as 0 .

You can watch the video below for tutorial.

https://drive.google.com/file/d/19WilVkzeEutt60_yAMmasb7kDB6QSKce/view?usp=sharing