"User Manual for CSI Product Directory Portal"

Department of Cottage and Small Industry
Ministry of Economic Affairs

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1. Introduction

This document provides step by step instructions to successfully configure and implement the functions of CSI Product Directory System. This guide will be helpful to administrators and end users to use the system without a problem.

2. About CSI Product Directory System

This portal is a web based system based on JAVA and MySQL using Spring framework. It provides the platform for CSI entrepreneurs to promote and sell their products via this online portal. It also provides access to information pertaining to CSI Products to all customers within and outside the country.

3. General Information

In this CSI Product Directory systems, it provides all the business license and non-license holder to register online and insert their products with pictures and product details, whereby the customers can easily access their product in and outside the country/.

4. Access of Market Information System

Open your browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari and Opera) in   your Personal Computer and type the link (http://www.bhutanproduct.bt) in your browser as shown in the diagram.

Department of Cottage and Small Industry
Ministry of Economic Affairs

All ⌄   Enter your search key ...   🔍

Register

Genuine Bhutanese Product

HOME   ABOUT US   FAQS   CONTACT

▦ CATEGORIES ⌄

Agro

Handicraft

Forest

Wood

Mineral

Others

Agro Products

Bhutanese Buckwheat Noodles

Nu 75.00

White Bread

Nu 75.00

Rose Soap

Nu 115.00

Cheese Stick

Nu 100.00

Forest Base Products

Achara

Nu 3500.00

DrisungYidthrokZim Poi (Incense)

Nu 200.00

Chung

Nu 3675.00

Incense Powder Sang And Cleansing PowderDruk
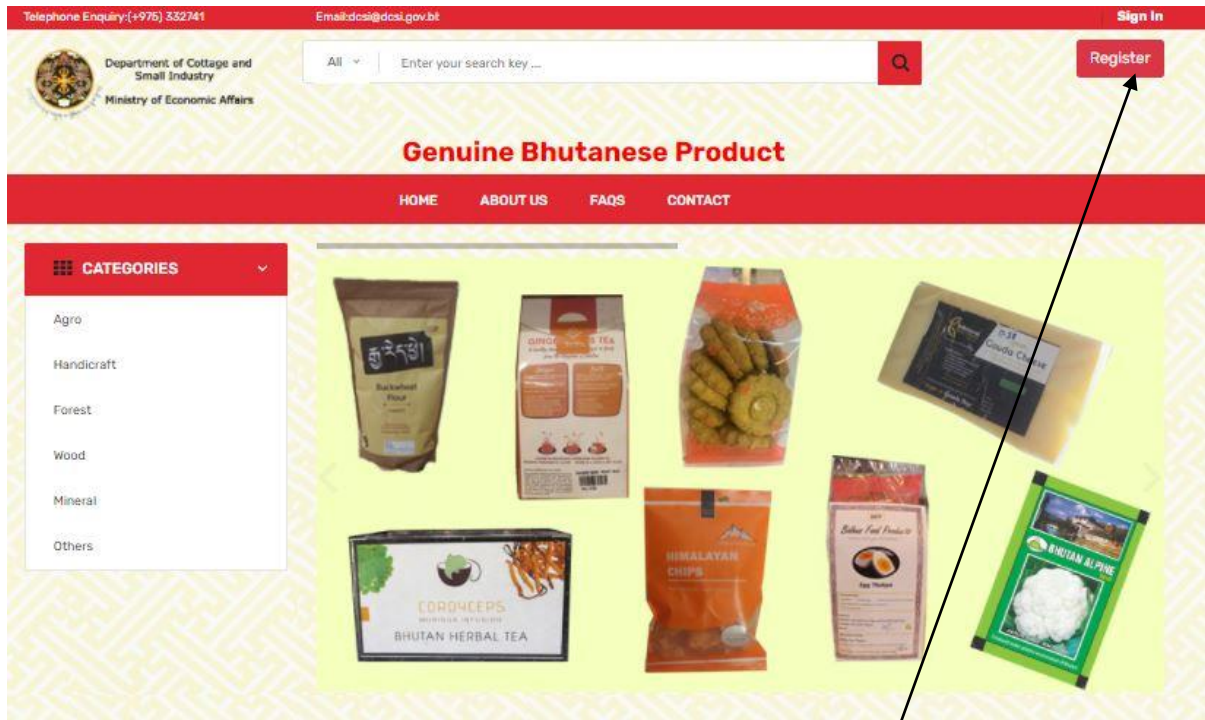
Nu 1600.00

Druk

Nu 3175.00

5. CSI Product Directory

5.1 Business User Registration

In order to update your products online, you have to first register in the system. To do registration click on the button called **Registration**. Click on the button for your registration, whereby following form will display.

Click for registration

When you click to the **Register** Button, following registration form will be displayed as shown below. And please note that there is two TAB –

1. Registration with Business License No
2. Registration without Business License No.

Registration with Business License No   **Registration without Business License No**

Fill In The Details

Enter License No

1000005

Fetch

CLICK

Full Name

Gender

Business Name

Business Type

Dzongkhag

Business Location

Email Address*

Mobile No*

☐ The information I have provided in the CSI Product Directory is correct and true to the best of my knowledge.In the event of detection of false or misleading information, I shall be fully liable and confer herewith the absolute authority to the Ministry of Economic Affairs to take any actions deemed appropriate.

REGISTER

5.1.1   Registration with business License No:
- While using this TAB, entrepreneur just needs to key in their business license no and click on CLICK button and the required details such as

- i. Full Name
- ii. Gender
- iii. Business Name
- iv. Business Type
- v. Dzongkhag and
- vi. Business Location

will be automatically fetched and the users just need fill in their **Email address** and **Mobile no** which are mandatory.

Once the details are fetched and required field are filled than you need to tick the check box ☐ and then click on the REGISTER button for registration. Until and unless you don't tick on the check box, your registration button won't work.

5.1.2   Registration without Business License No.
When you click on the TAB, you will be provided with the following form:

Here all the fields need to be filled up manually and all fields are mandatory. Once it is than then you have to tick on the check box and then click on the REGISTER button to submit the form. Once form is submitted then the administrator will login to this portal and will see the new user alert in the dashboard as show below:

Click here and you will be directed to the approval page as shown below:

Sl	User Id	License Number	User Name	Business Name	Business Type	Dzongkhag	Business Location	Mobile Number	Action
1	babulsubba123@gmail.com	1000005	Babul Subba	Yuevaan IT Consultancy	Small	Thimphu	Thimphu	17585383	Approve

Showing 1 to 1 of 1 entries

Previous 1 Next

Click here to approve the user registration.

- Once the administrator approves then the user will receive username and password in their email address. The email that the users receive is show below.
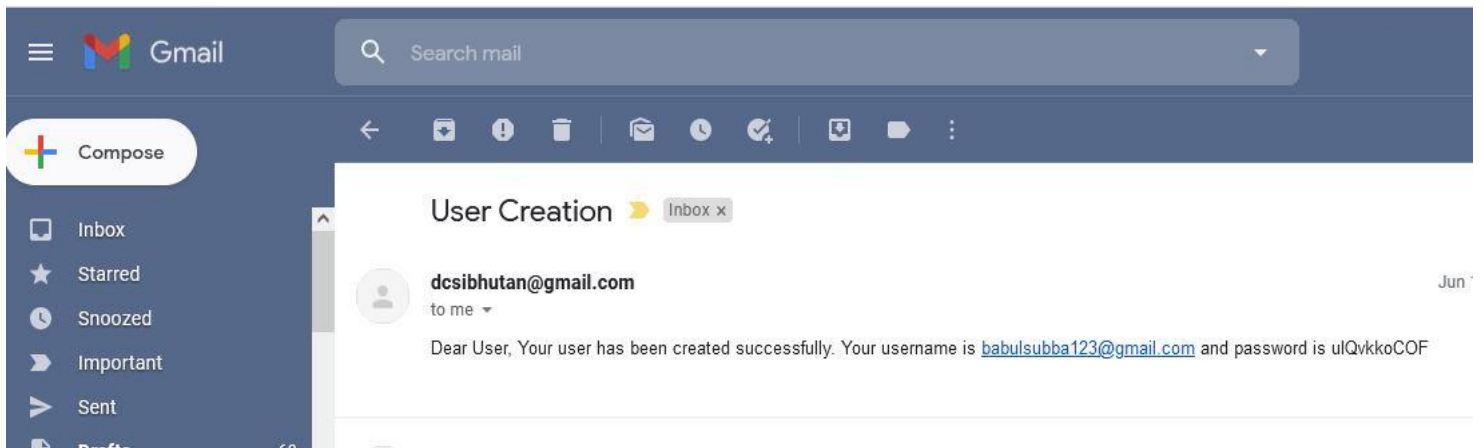
6. Login Page

Once you receive email then the registered users can login to the portal. To login, the new or the existing users can click on the Sign in Button as shown below:
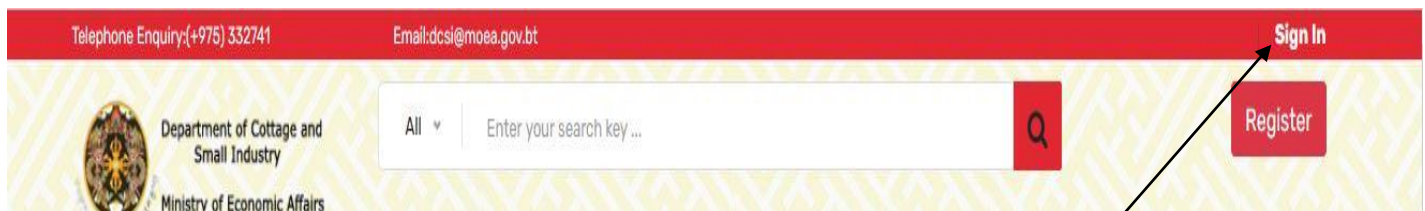
Click Here

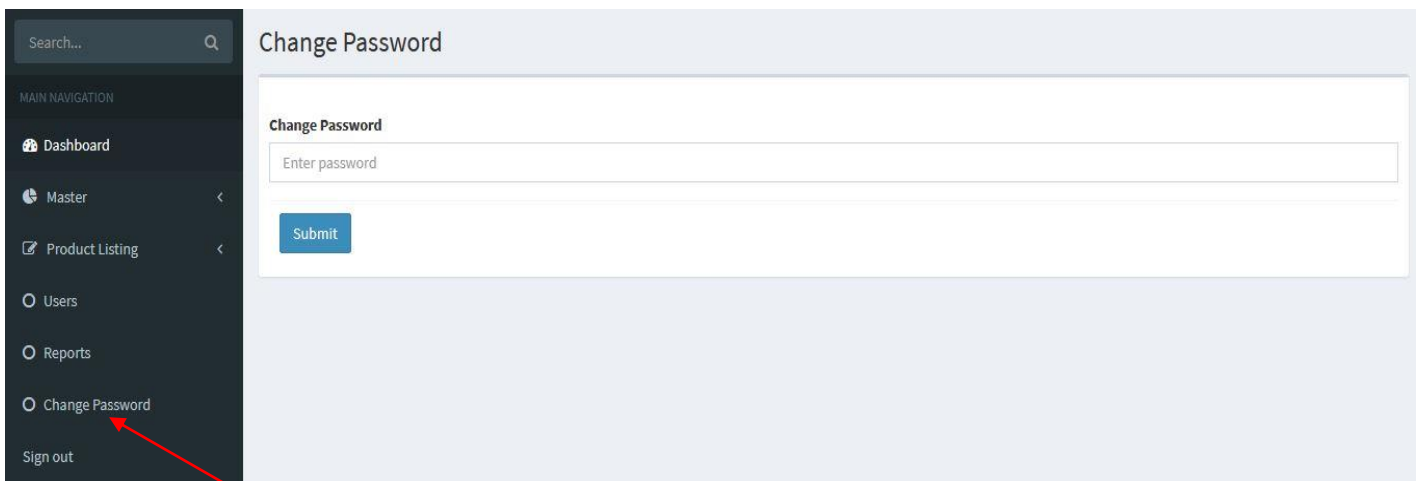- Once you click on the sign button, following page will be shown for you to login.

7. Username and Password

The default username and password will be sent to the users' email address as and when the administrator approves.

After login into the system, it's important for users to change password. In order to change password, click **Change Password** on the left side menu bar and following page will be shown button as below.
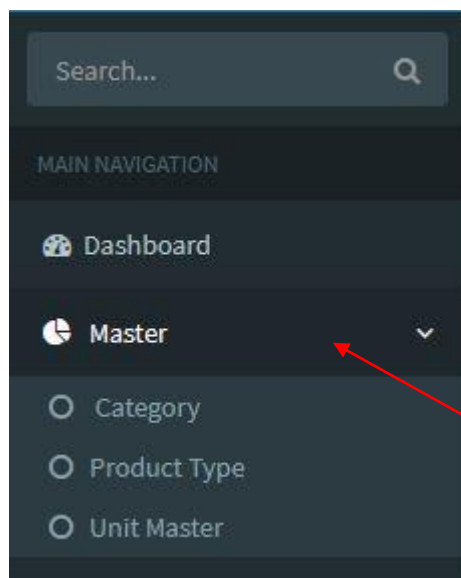

Click Here

8. Role Type

In this system, there are two type of role, i.e. Admin and user level (entrepreneur).

8.1 Admin Role

The admin is controller of overall system. They create master data and view reports based on Dzongkhag, Product Type, Category and Genders wise. Admin will create or update, delete and approve etc. They can add new products and can do business user registration for new users.

8.1.1. Manage Master Table

Master table contains the information that shared uniformly. You can find the Master Menu on the left side of the portal after your login as an administrator. It is shown as below:

Click here to view all sub menus:

➔ **It managed the following sub menus:**

8.1.2 Manage Category

Category Details

Add Category

Search:

Sl	Category	Action
1	Agro	Edit Delete
2	Handicraft	Edit Delete
3	Forest	Edit Delete
4	Wood	Edit Delete
5	Mineral	Edit Delete
6	Others	Edit Delete

Showing 1 to 6 of 6 entries

Previous 1 Next

Click to add new category   click to edit   click to delete

8.1.3 Manage Product Type

Add Product Type

Search:

Sl	Product Type	Action
1	Production of Potato Chips (PSL Approved Project)	Edit Delete
2	Different types of pasta such as fusilli, orecchiette,Macroni and shell	Edit Delete
3	Production of Sanitary Pads	Edit Delete

Click to add new product type   click to edit   click to delete
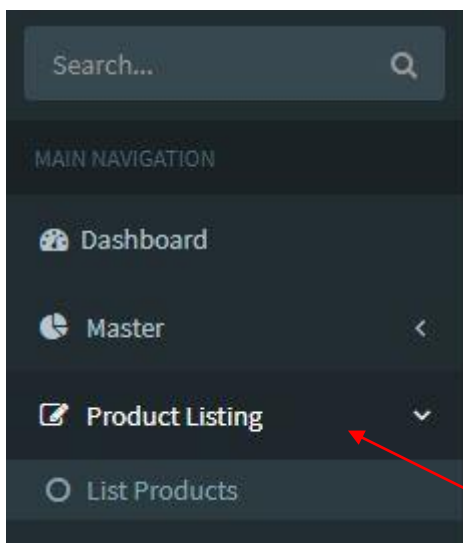
8.1.4 Manage Unit

Click to add new Unit   click to edit   click to delete

8.2 Manage Product Details

➔ You have to click on the Product Listing Menu and a sub menu named – "List Product" will show up as shown below.

Click here (Product Listing -> List Products)
and the following page will be displayed as shown below:

Product Details

Sl	Promoter Name	Business Name	Location Of the Business	Contact Details	Product Name	Product Description	Product Type	Product Category	Quantity	Unit	Price	Discount	Image	Action
1	Yuevaan Consultancy	M/s Yuevaan IT Consultany	Olakha	17585383	Eco Friendly Pads	4 pieces per packet ,Reusable Pads	Production of Sanitary Pads	Others	4	Pkt	300.0	0		Edit Delete
2	Yuevaan Consultancy	M/s Yuevaan IT Consultany	Olakha	17585383	Yathra	Yathra sofa Set Dimension: 180 x 140	Weaving without dyes	Handicraft	1	Pcs	12500.0	0		Edit Delete
3	Sangay Dorji	Vaidurya Wellness Centre	Changzamtok	17632449	Shingsee(Parasassafras Confertiflora) Oil		Spa and Massage Services	Others	1	Nos	0.0	0		Edit Delete

Click to add new product   click to edit   click to delete

➔ **In order to add details of the product you need to click on the Add Product Details and you will be show with the following form as shown below**
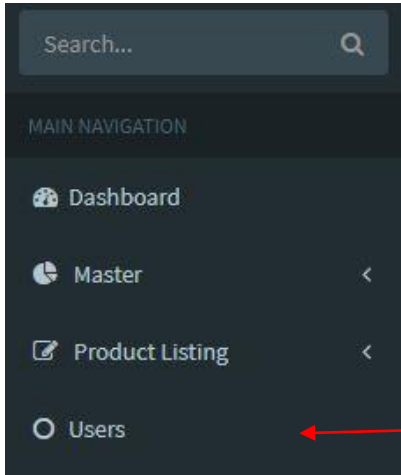
8.2.1 Add Product Details

Add Product Details

Product Name

Enter Product Name

Category Name

-- Select Category Type ---

Select Category type from the dropdown list.

Type of Product

-- Select Product Type ---

Select Product type from the dropdown list.

Product Description

Enter Product Description

Product Quantity

Enter Product Quantity

Unit Type

-- Select Unit Type ---

Select Unit type from the dropdown list.

Price

Enter the Price

Discount

0

Upload Pictures

Choose File   No file chosen

Add More

Submit

1. Click on Choose file to upload images.
2. If you want to add multi images than click on **Add More** and select, Choose Files.

8.3   Add Users

➔ You have to click on the User Menu as shown below.

Click here and you will have following form displayed as shown below

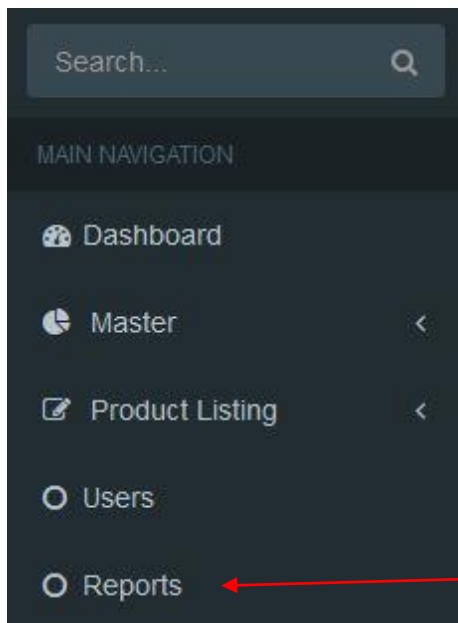

Click here to add new users   Click here to edit user   Click here to delete user

9. Report

➔ You have to click on the Report Menu as shown below.

Click here and you will have following form displayed as shown below

9.1 General Report

Admin can view and export reports by selecting any of the above fields and the report will be generated accordingly as shown below:

- Following report is generated based on category: **Handicraft**

Reports

Product Type

-- Select Product Type ---

Category

Handicraft

Dzongkhag

-- Select Dzongkhag ---

Gender

-- Select Gender ---

Generate

Search:

Sl	Promoter Name	Business Name	Location Of the Business	Contact Details	Product Name	Product Description	Product Type	Product Category	Quantity	Unit	Price	Discount
1	Yuevaan Consultancy	M/s Yuevaan IT Consultany	Olakha	17585383	Yathra	Yathra sofa Set Dimension: 180 x 140	Weaving without dyes	Handicraft	1	Pcs	12500.0	0
2	Yuevaan Consultancy	M/s Yuevaan IT Consultany	Olakha	17585383	Pantsa Bhutan_Natural Dyed Stole	Natural Dyed Stole	Designing and production of handicrafts	Handicraft	1	Pcs	1500.0	0

1. Select category type from the drop down list and then click on   Generate   button to view the report.

9.1. Business User

The business users can add, edit, delete and manage their products in this portal as they have limited access to the menu compared to the administrator.

Click here and a sub menu (**List Products**) will show up and you will have following form displayed as shown below

9.1.1. Manage Product

Under product menu there is one sub menu, click on *List Products* to view list of products added by the user and can also add new products as shown below:
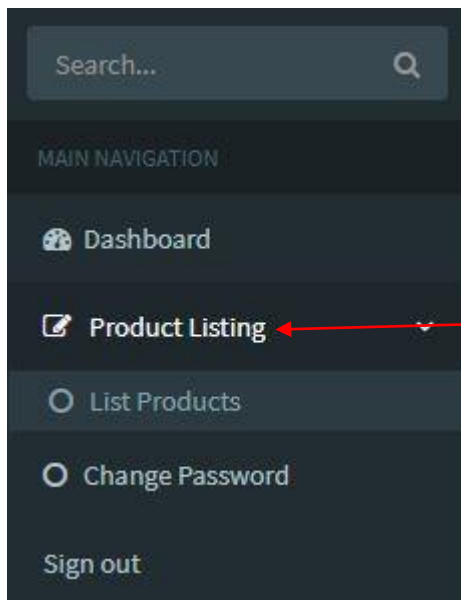

Sl	Promoter Name	Business Name	Location Of the Business	Contact Details	Product Name	Product Description	Product Type	Product Category	Quantity	Unit	Price	Discount	Image	Action
1	Yuevaan Consultancy	M/s Yuevaan IT Consultany	Olakha	17585383	Eco Friendly Pads	4 pieces per packet ,Reusable Pads	Production of Sanitary Pads	Others	4	Pkt	300.0	0		Edit Delete
2	Yuevaan Consultancy	M/s Yuevaan IT Consultany	Olakha	17585383	Yathra	Yathra sofa Set Dimension: 180 x 140	Weaving without dyes	Handicraft	1	Pcs	12500.0	0		Edit Delete
3	Sangay Dorji	Vaidurya Wellness Centre	Changzamtok	17632449	Shingsee(Parasassafras Confertiflora) Oil		Spa and Massage Services	Others	1	Nos	0.0	0		Edit Delete

For further details, please refer **8.2 Manage Product Details** – (Page no: 12 – 14).

The process for adding new product is the same process done by the system admin.

10. About Us

About us menu will let customers know better about, what the CSI Product Directory is and what's its purpose shown in the figure below.

About CSI Product Directory

CSIs in general face difficulties in accessing markets for its products particularly due to the difficult geographical location, inadequate information of the products, limited resources to carry out promotion and marketing programs and due to the small-scale nature of its operations. In addition, lack of authentic and reliable information sources on one hand and lack of awareness on the other further compounds the growth of the fledgling CSIs.

Therefore, in order to support the CSIs to showcase and promote their products and services on a digitized platform to the potential customers, the department has developed a product directory which features details of all the CSI products in the country. The CSI product directory displays multiple product images, price information and contact details to facilitate business transactions.

This product directory will be fully integrated with the e-commerce platform and e-payment gateway systems in the future.

11. FAQs

The menu helps customers/users to quickly understands some basic queries regarding CSI Product Directory and its purpose and future plan as shown below:

Below Are Frequently Asked Questions, You May Find The Answer For Yourself

1. What Defines Cottage And Small Scale Industries? —

Cottage-scale industries are defined as industries with an investment (total fixed capital investment) of less than Nu.1 million (M) and engaging up to 4 people whereas Small-scale industries have an investment of Nu.1-10 M and employing 5 to 19 people. If there is conflict between investment and employment, investment will take precedence.

2. What Is The Purpose Of The CSI Product Directory? +

3. Who Is Eligible To Register In The CSI Product Directory Platform? +

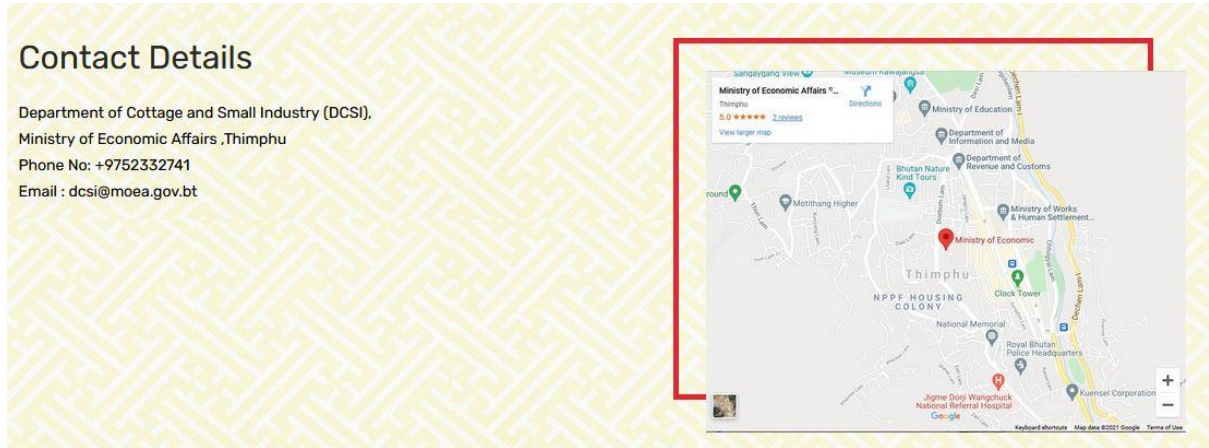4. What Are The Requirements For Registration? +

5. What Are The Product Information To Be Captured In The Product Directory? +

6. Can One Use The Product Directory For Online Business Transactions? +

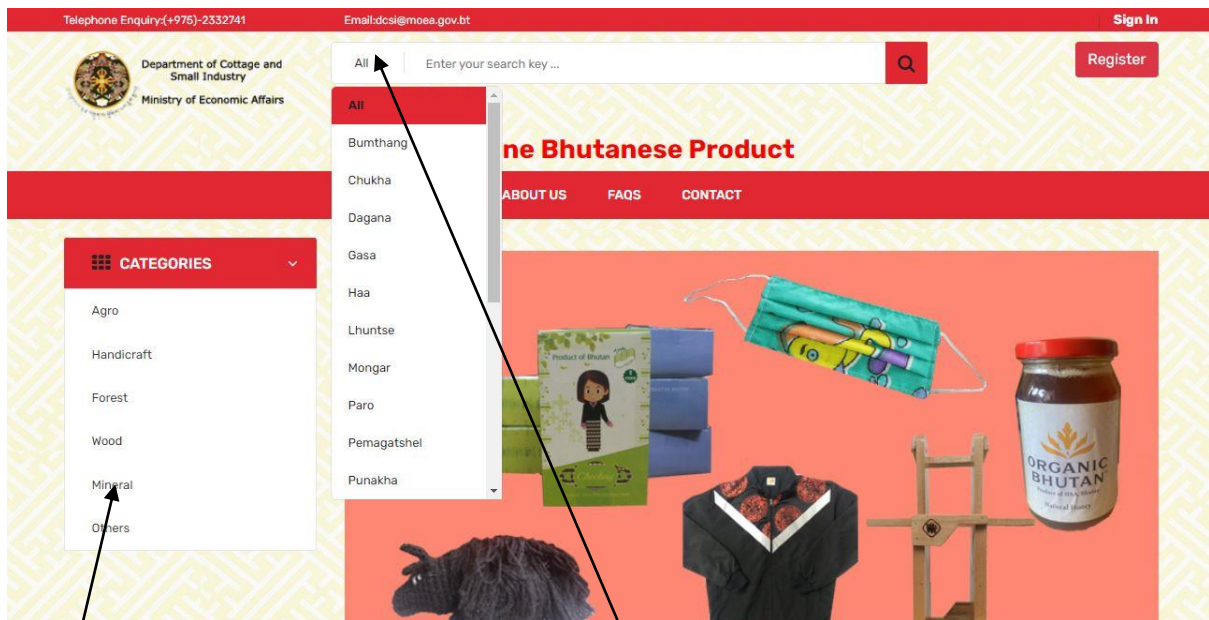7. Who Owns And Operates The CSI Product Directory? +

12. Contact Us

This menu basically gives the contact details for any inquiries as shown below.

13. Landing Page for customers / viewers / users

Here the clients can find or search the products based on category or dzongkhag wise as shown below:

Click here to search by category wise   Click here to search by dzongkhag wise.

13.1 Inquiry or buying the product.

The user / client needs to click on view details button to see the details of that particular product as show in the pictures:

Click here and you will be directed another page as shown below

Click here to get further details from the promoter for that particular product.

-------------------------------Thank You----------------------------