



Release Order User Manual for Publisher प्रकाशक के लिए रिलीज़ ऑर्डर उपयोगकर्ता मैनुअल

Step 1: To log in / लॉग इन करने के लिए

- Enter NP code/Group code /NP कोड/ ग्रुप कोड दर्ज करें
- Enter Password / पासवर्ड दर्ज करें
- Click on "Login" button / "लॉगिन" बटन पर क्लिक करें



Note: NP code will be a 6-Digit Numeric Code & Group Code will be a 9- Digit Alphanumeric code i.e (V0*****1)
NP कोड एक 6-अंक संख्यात्मक कोड होगा और ग्रुप कोड एक 9- अंक वाणिज्यिक कोड होगा

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

यहां आप अपने डैशबोर्ड को देखेंगे। बाएं साइडबार पर "रिलीज़ ऑर्डर" पर क्लिक करें

The screenshot shows a dashboard interface. On the left, there is a sidebar titled "Main Navigation Menu" with several options: Dashboard, Release Order (which is highlighted with a red box and has a red arrow pointing to it), Bill Acknowledgement, Regularity Token, Renewal, Newspaper Data, User Manuals, and Policies & Guidelines. The main area is titled "Dashboard" and contains four cards: "ROs Released Today" (No Data), "Payment Released Today" (No Data), "Bills to be Submitted" (No Data), and three other cards: "Total Unpaid Bills" (Bills - 0, N/A), "Rate Revision Application Details" (No Data), and "Bank A/C Details".

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

"RO कोड पर क्लिक करें और RO डाउनलोड करें"

The screenshot shows a "Release Order List" page. At the top, there are filters for "Published From" and "Published To" dates, and buttons for "Download RO List", "Search", and "Reset". Below that is a table header with columns: 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, and Bill Details. The first row of the table shows data for an RO code: 34126/12/0033/2324. A red box and arrow highlight this specific RO code. There are also "Search" and "Reset" buttons at the bottom of the table.

Step 4: Click on “Click here to Download Creative” to download creative.
क्रिएटिव डाउनलोड करने के लिए “क्लिक हियर तू डाउनलोड क्रिएटिव” पर क्लिक करें

Release Order List

Note: Compliance should be submitted within 24hrs of RO publishing Date

Published From Published To

DD/MM/YYYY 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 (LXW)	Download Creative	Compliance Details	Bill Details
1								25x33	Click Here to Download Creative	Submit Compliance	Submit Bill

Showing 1 to 1 of 1 entries

Previous 1 Next



Download Creative

Sr.No.	Language	Download Creative
1.	English	Click Here To Download
2.	Hindi	Click Here To Download



NOTE: Within 24 hours of the publication date of the RO, compliance should be submitted.
रिलीज़ ऑर्डर की प्रकाशित तिथि के 24 घंटे के भीतर अनुपालन प्रस्तुत किया जाना चाहिए।"