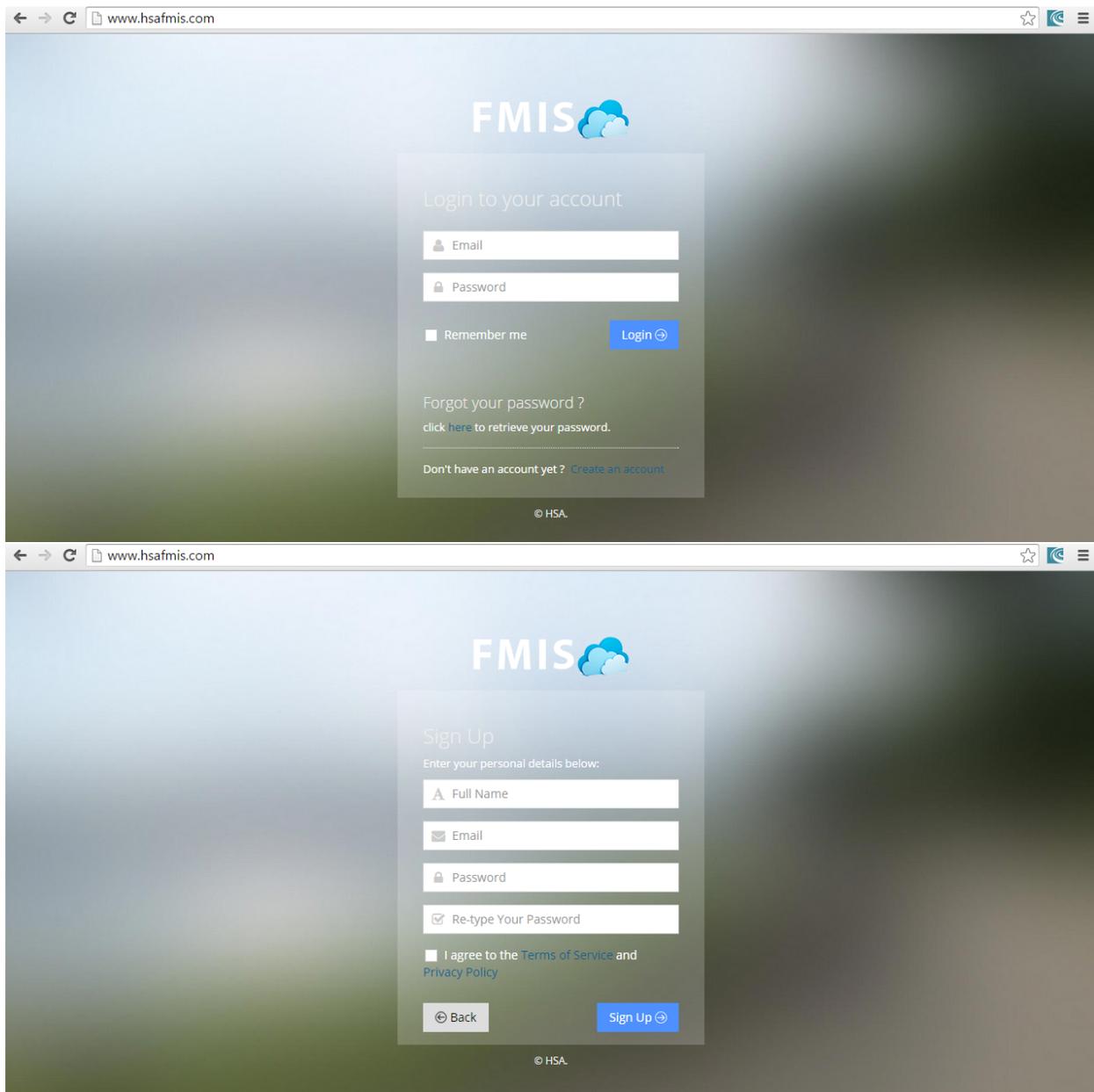


# Instruction Manual

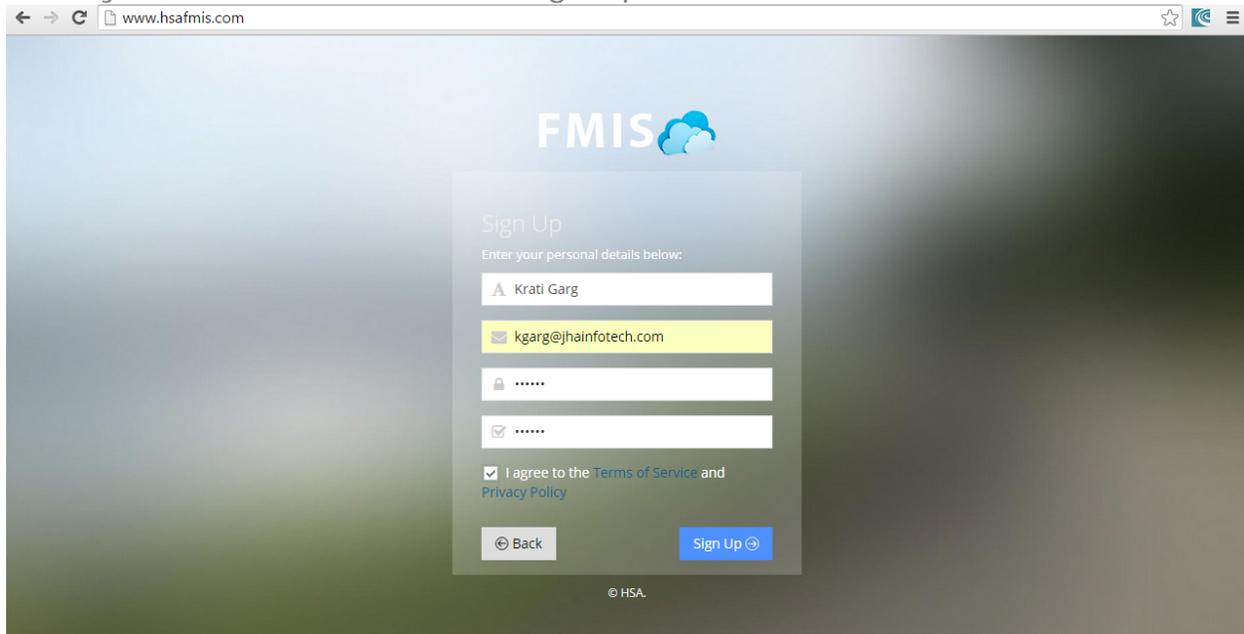
## Member Registration

Member can easily register on HSA FMIS by following the below mentioned steps:

1. Go to <http://www.hsafmis.com/>
2. Click on "Create an account" Link:

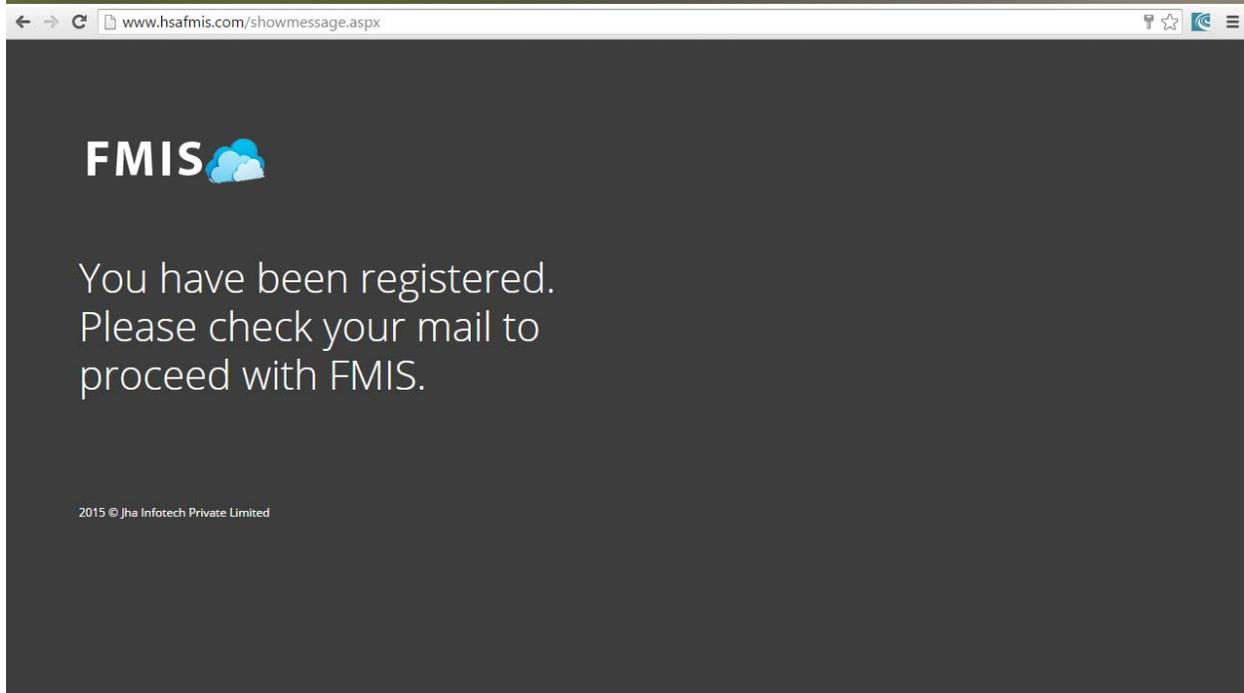


3. Fill in your details and click on "Sign Up" button



The screenshot shows a web browser window with the address bar displaying `www.hsafmis.com`. The page content features the FMIS logo at the top center. Below the logo is a "Sign Up" form with the following elements:

- Title: "Sign Up"
- Instruction: "Enter your personal details below:"
- First Name field: "Krati Garg"
- Email field: "kgarg@jhainfotech.com" (highlighted in yellow)
- Password field: "\*\*\*\*\*"
- Confirm Password field: "\*\*\*\*\*"
- Agreement: A checked checkbox followed by the text "I agree to the [Terms of Service](#) and [Privacy Policy](#)".
- Buttons: "Back" and "Sign Up" (highlighted in blue).
- Footer: "© HSA."

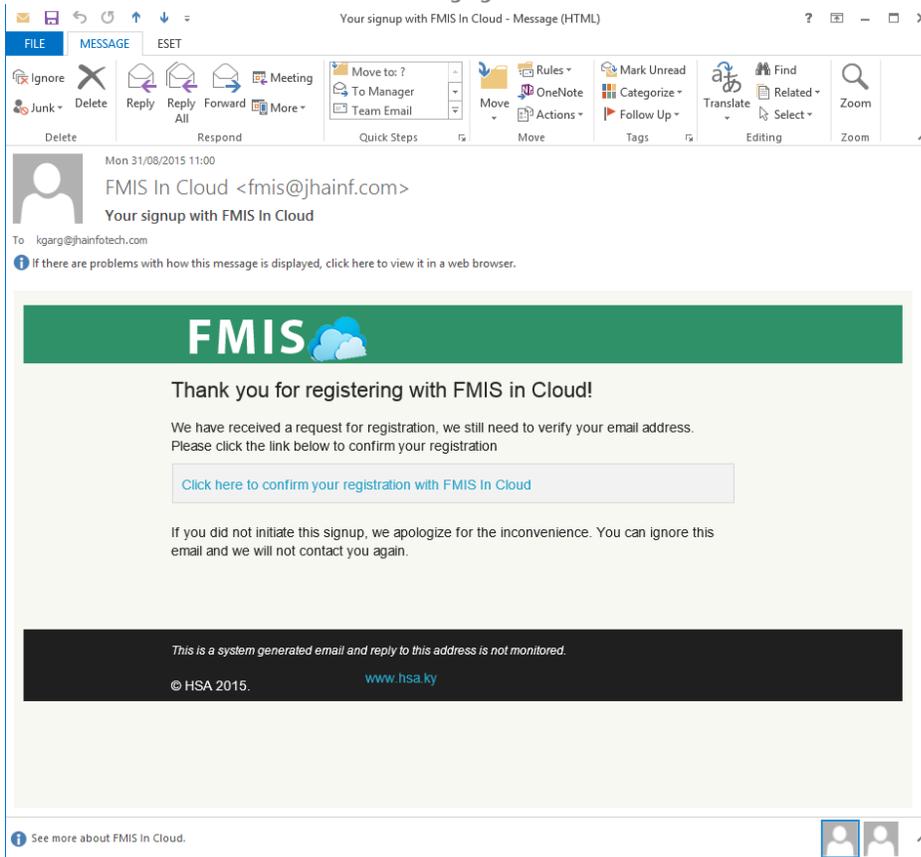


The screenshot shows a dark-themed page with the FMIS logo at the top left. The main content area contains the following text:

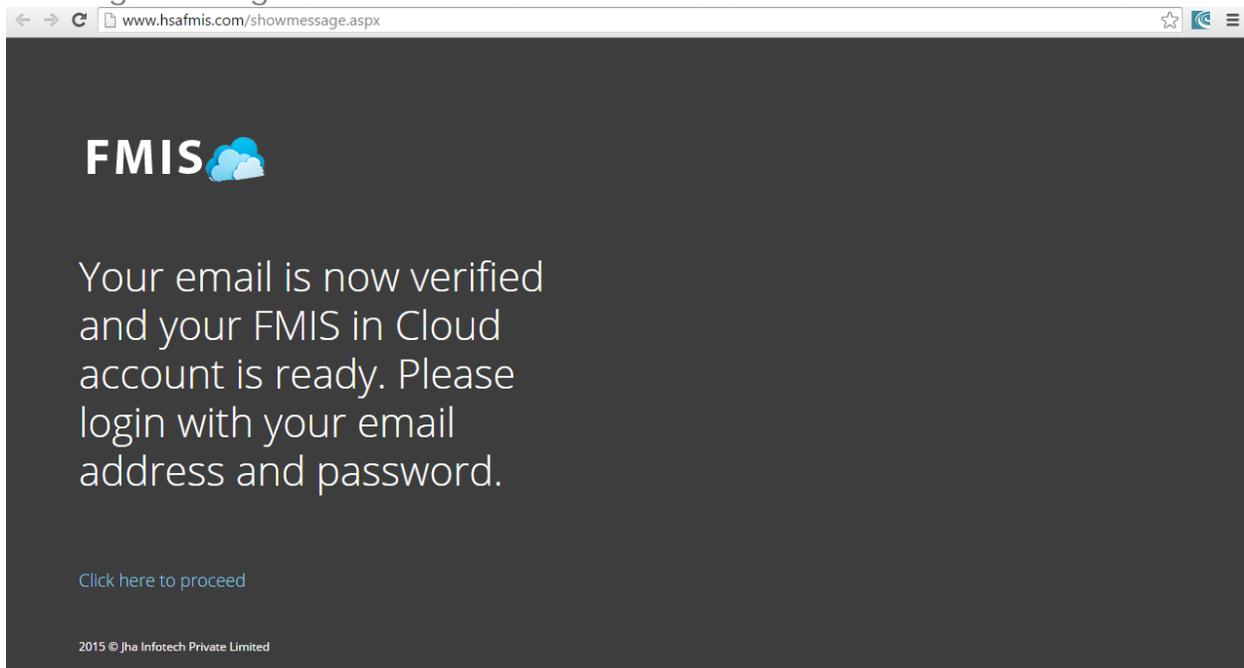
You have been registered.  
Please check your mail to  
proceed with FMIS.

At the bottom left, there is a small copyright notice: "2015 © Jha Infotech Private Limited".

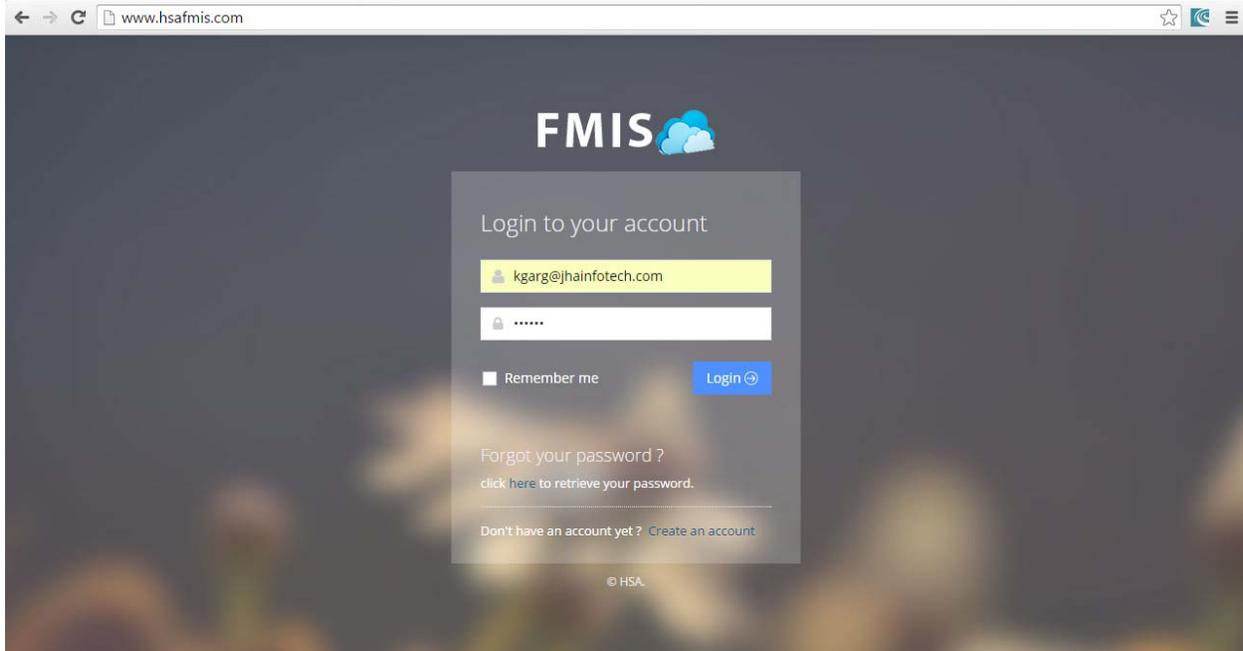
4. Go to your registered email address's mailbox. Check the email from FMIS. Click the link in the email to verify your email address.



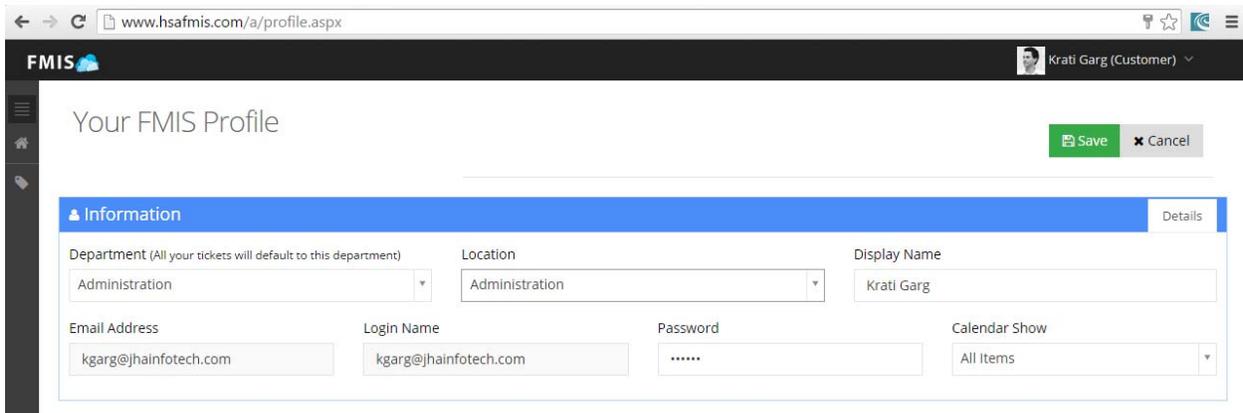
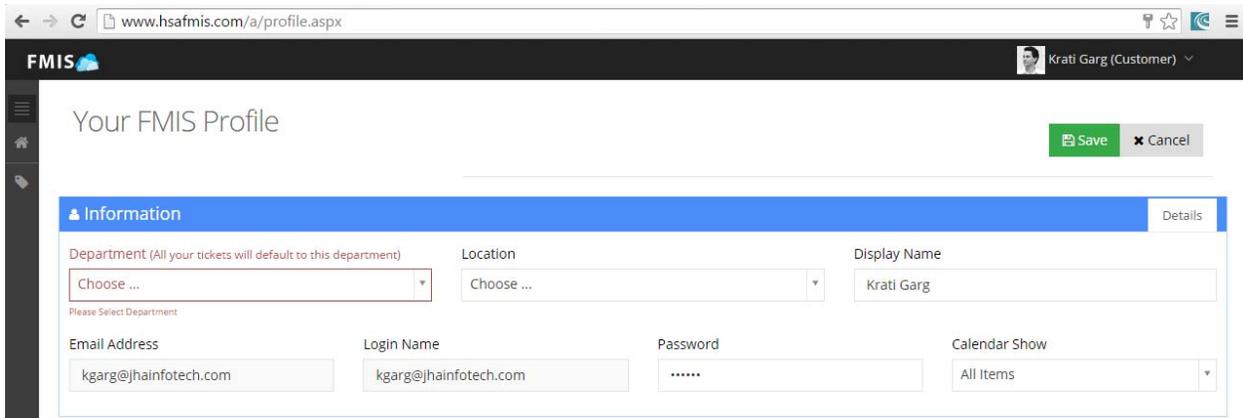
5. You will be redirected to the following page. Click on the "Click here to proceed" link to go the login screen.



6. Fill in your Login email address and password and click on "Login" button.



7. After login you will be redirected to your Profile. Select your department, location and other details and click on save button.

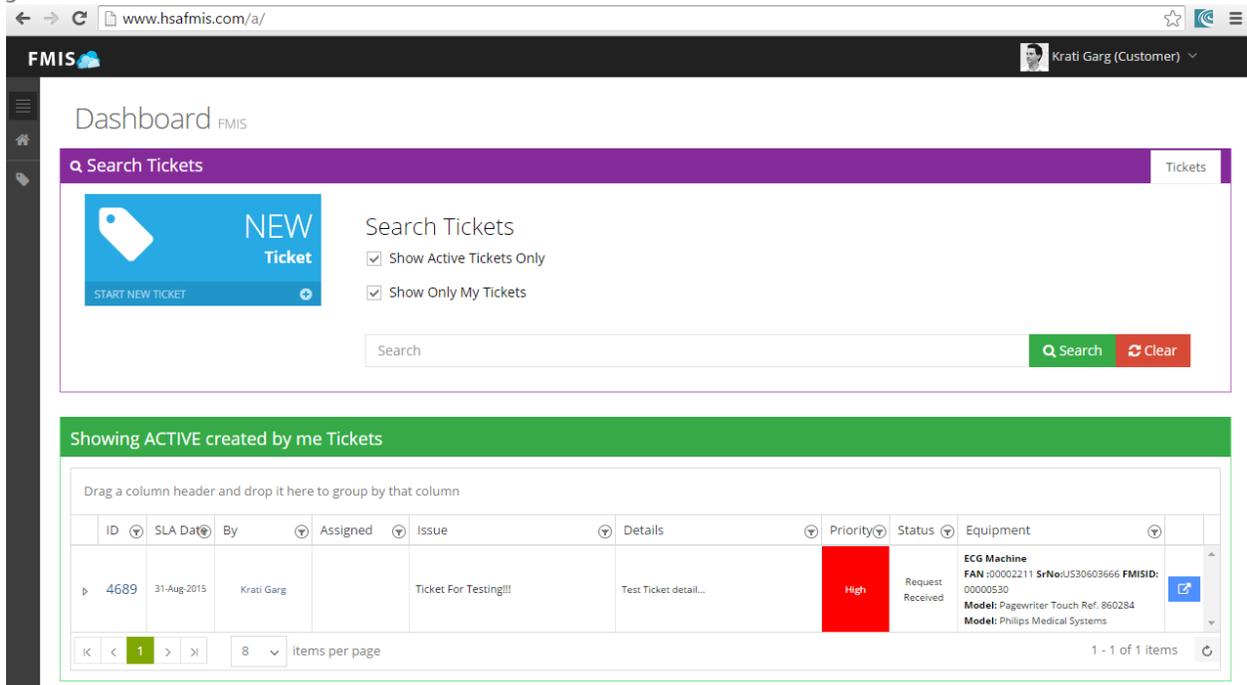


## Creating Ticket

1. Go to Dashboard and click on "Start New Ticket" link or click on "New Ticket" link on the left main menu.

2. Fill in all the fields and click on "Save New Ticket" to save the ticket.

3. After saving the ticket you will be redirected to the dashboard where you can find your active tickets.



The screenshot shows the FMIS dashboard interface. At the top, there is a navigation bar with the FMIS logo and the user's name, Krati Garg (Customer). Below this is a search bar labeled "Search Tickets" with a "Tickets" tab. To the left of the search bar is a "NEW Ticket" button with a "START NEW TICKET" link. Below the search bar are two checkboxes: "Show Active Tickets Only" and "Show Only My Tickets", both of which are checked. A search input field is present with "Search" and "Clear" buttons.

Below the search bar is a section titled "Showing ACTIVE created by me Tickets". It contains a table with the following data:

ID	SLA Date	By	Assigned	Issue	Details	Priority	Status	Equipment
4689	31-Aug-2015	Krati Garg		Ticket For Testing!!!	Test Ticket detail...	High	Request Received	ECG Machine FAN :00002211 SrNo:US30603666 FMISID: 00000530 Model: Pagewriter Touch Ref. 850284 Model: Philips Medical Systems

At the bottom of the table, there is a pagination control showing "1" of 1 items per page.