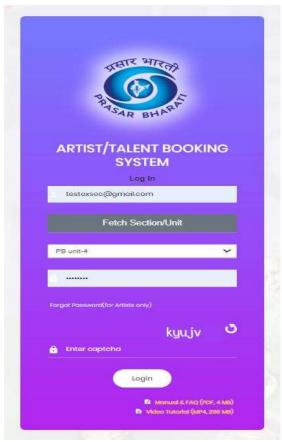
Artist/Talent Booking Software (ABS/TBS) https://abs.prasarbharati.org

Artist/Talent Booking Software is an online browser-based application, created for the registration and Booking of Assignee/RP/Artist.



This Portal has multiple users of different roles for each station. Each role has specific jobs to perform. These roles are:

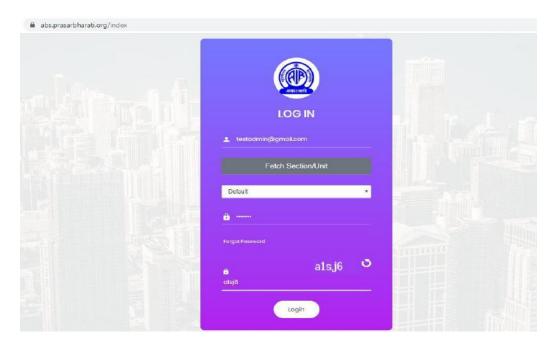
- 1. Station Admin
- 2. Secretary Executive.
- 3.Program/AIR/DDK/PGF/RNU/NSD/ESD Executive
- 4. Signing /Voucher approving Authority.
- 5. Artist.
- 6. Account officer.

Each Station need to have Station Admin credentials to start with ABS/TBS. For Station Admin Credentials, following details to be send to mail id "itsw.helpdesk@prasarbharati.gov.in" Station /AIR/DDK/PGF/RNU/ESD/NSD Name

- 1. Station/AIR/DDK/PGF/RNU/ESD/NSD Address
- 2. Head of Program/AIR/DDK/PGF/RNU/NSD/ESD Name
- 3. Head of Program /AIR/DDK/PGF/ RNU/NSD/ESD Email ID
- 4. Head of Program /AIR/DDK/PGF/RNU/NSD/ESD Mobile No.

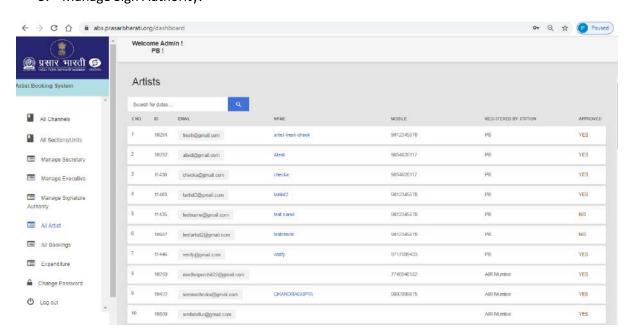
Once Station receives their Admin credentials. Station can start using ABS/TBS Portal.

ADMIN ROLE: Station Admin will have **Default** as Section/Unit.



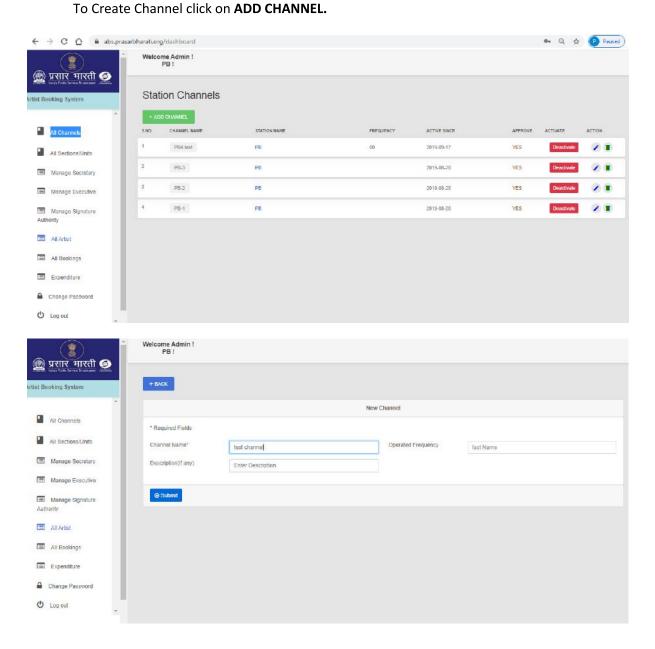
Admin Dashboard has various functions given below:

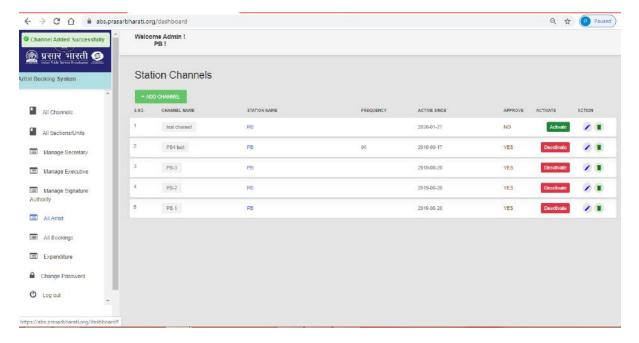
- 1. Manage Channel.
- 2. Manage Section/Unit.
- 3. Manage Secretary Executive.
- 4. Manage Program Executive.
- 5. Manage Sign Authority.



Artist page will show list of artist registered country wide. Details of Artist can be seen by clicking on the artist row.

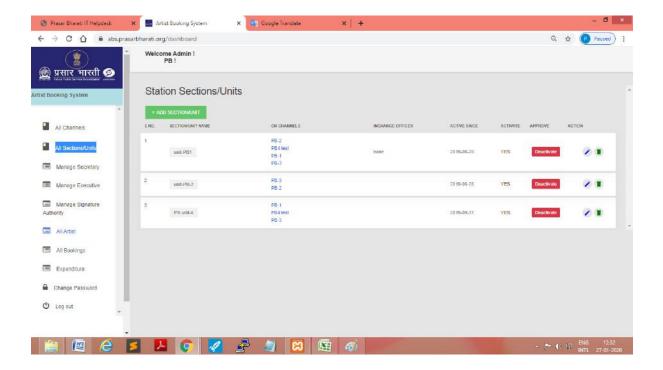
1. **Manage Channel:** All the running channels on their Station need to be created here. Details of registered channel can be Create/Edit/Delete/Activate/Deactivate in this tab.

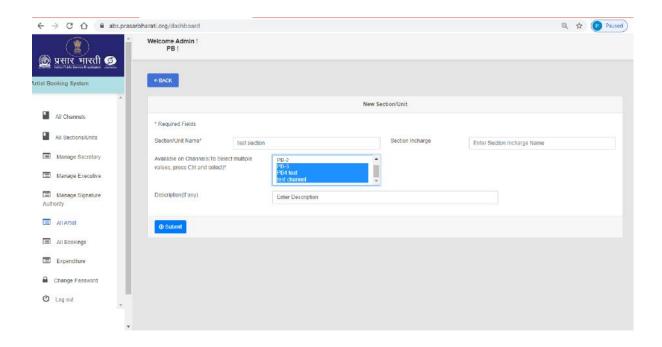


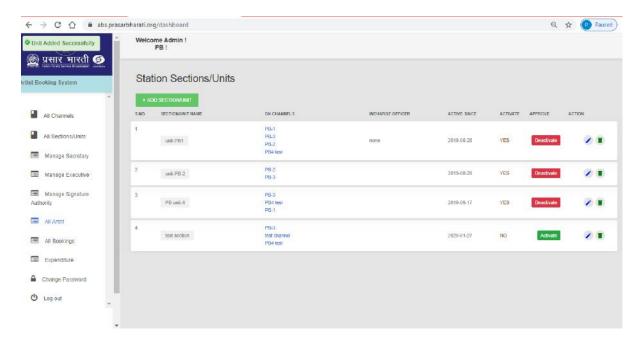


 Manage Section/Unit: All the working Sections/Units on their Station need to be created here. Details of registered Sections/Units can be Create/Edit/Delete/Activate/Deactivate in this tab.

To Create Section/Unit click on **ADD Section/Unit.** While Creating Sections, their respective Channel also need to be selected (Press Ctrl for multiple channels, showing in the list of Available Channels). In case a new registered Channel is not available in the list, Please Refresh the Page.

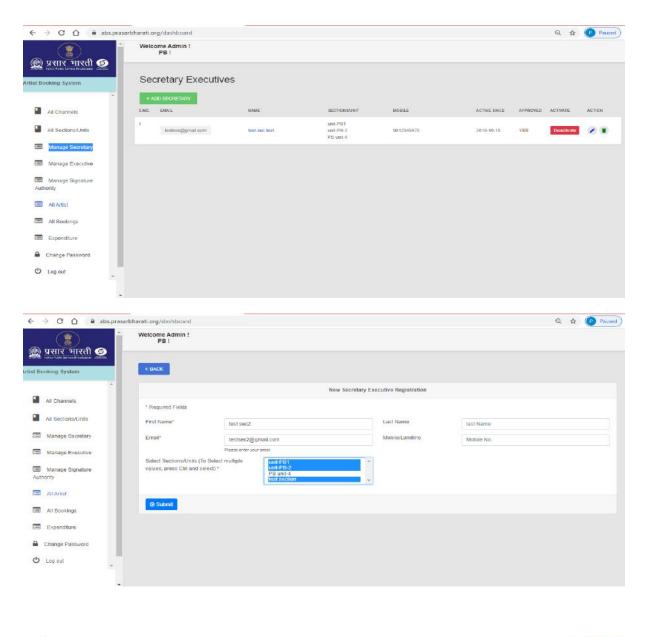


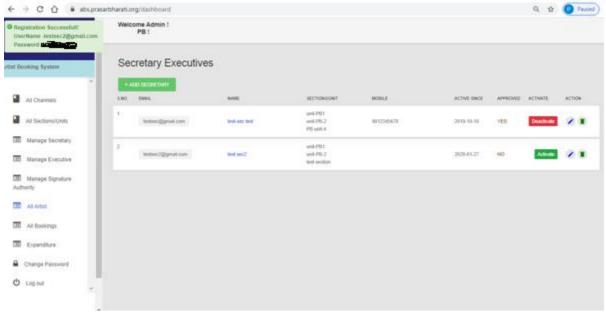




3. Manage Secretary: All the Secretaries in their Station need to be register here. Details of registered Secretaries can be Create/Edit/Delete/Activate/Deactivate in this tab. Unique Email ID is required to register new User.

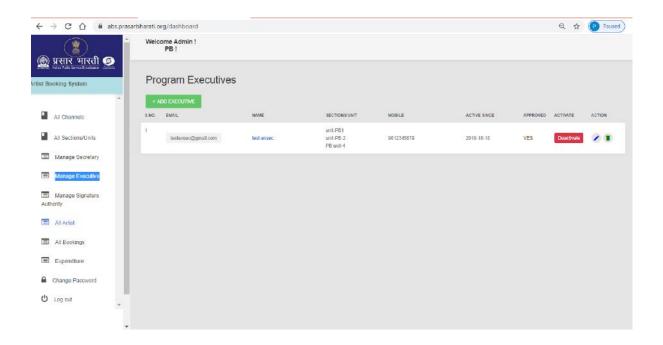
To Create Secretary clicks on **ADD SECRETARY.** While Creating Secretary, their respective Section/Unit also need to be selected (Press Ctrl for multiple Section/Unit, showing in the list of Available Section/Unit). **In case a new registered Section/Unit is not available in the list, Please Refresh the Page.** After successfully submission of registration form, user's Username and Password will be automatically generated which can be pass to the user.

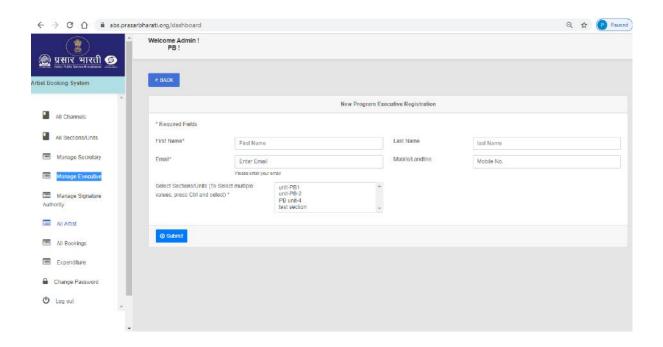




4. **Manage Program Executive:** All the Program Executive in their Station need to be register here. Details of registered Program Executive can be Create/Edit/Delete/Activate/Deactivate in this tab. Unique Email ID is required to register new User.

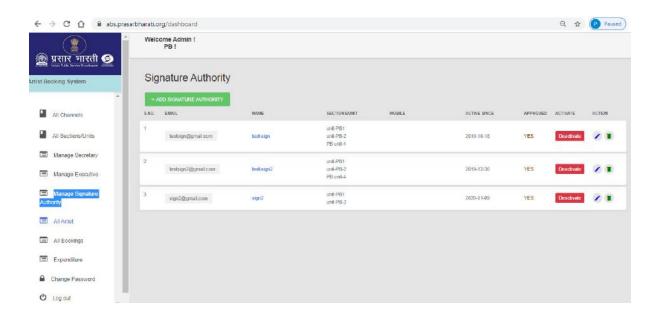
To Create Program Executive clicks on **ADD EXECUTIVE.** While Creating Program Executive, their respective Section/Unit also need to be selected (Press Ctrl for multiple Section/Unit, showing in the list of Available Section/Unit). In case a new registered Section/Unit is not available in the list, Please Refresh the Page. After successfully submission of registration form, user's Username and Password will be automatically generated which can be pass to the user.

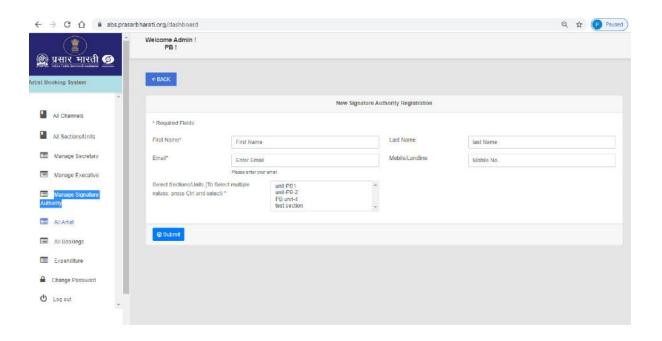




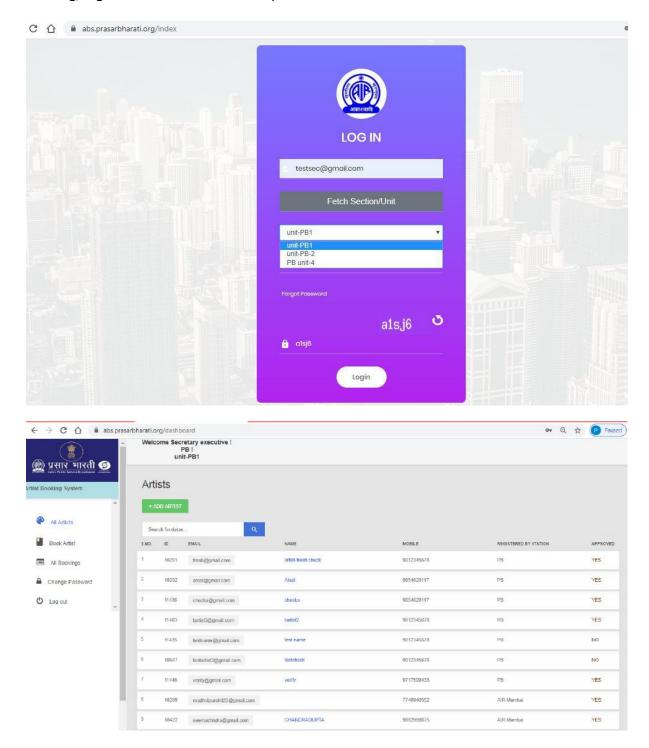
5. **Manage Signature Authority:** All the Signature Authority in their Station need to be register here. Details of registered Authority can be Create/Edit/Delete/Activate/Deactivate in this tab. Unique Email ID is required to register new User.

To Create Signature Authority clicks on **ADD SIGNATURE AUTHORITY.** While Creating Signature Authority, their respective Section/Unit also need to be selected (Press Ctrl for multiple Section/Unit, showing in the list of Available Section/Unit). In case a new registered Section/Unit is not available in the list, Please Refresh the Page. After successfully submission of registration form, user's Username and Password will be automatically generated which can be pass to the user.





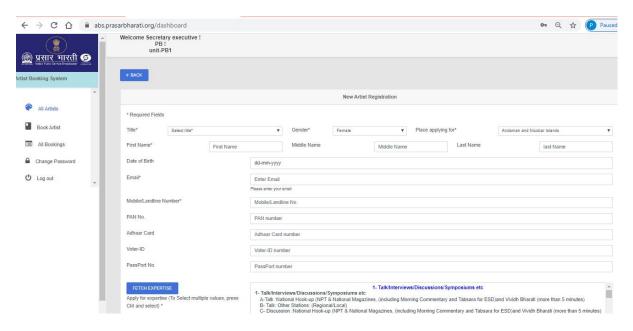
SECRETARY ROLE: Secretary has to fetch their mapped sections/Units while login on the Portal by clicking on **Fetch Section/Unit** button. Select the Section for which booking/registration of Artist need to perform.



Secretary Dashboard has various functions given below:

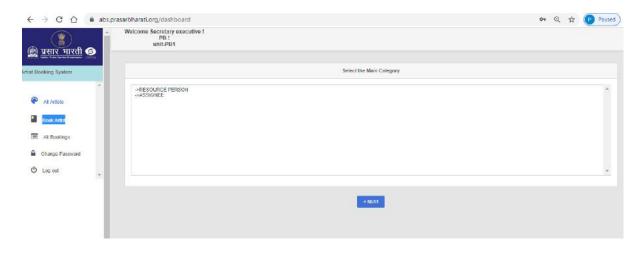
- 1. Manage Artist.
- 2. Manage Booking.
- 3. All Bookings.

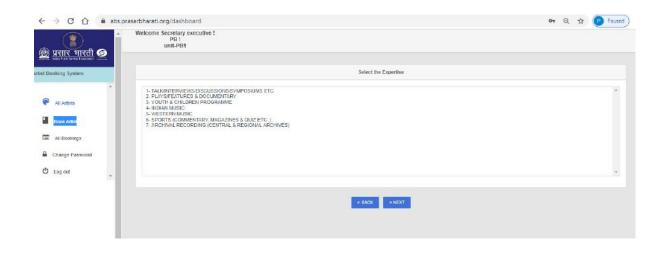
Manage Artist: To register an Artist, click on ADD Artist, fill the details of Artist and Submit.
 Artist Expertise also need to be mapped while registration of Artist. By clicking on FETCH EXPERTISE (For multiple Expertise of Artist, multiple selection can be made in list by press and hold ctrl key).

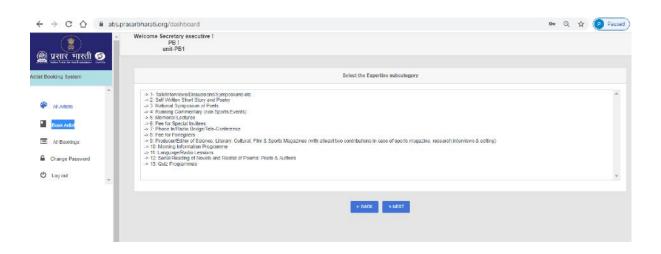


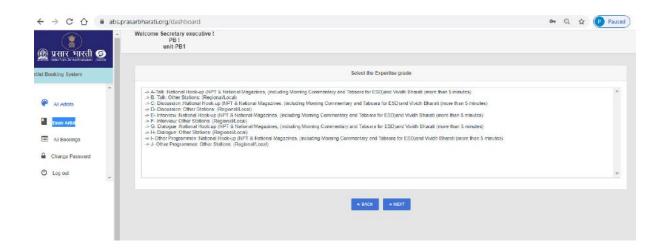
2. Manage Booking:

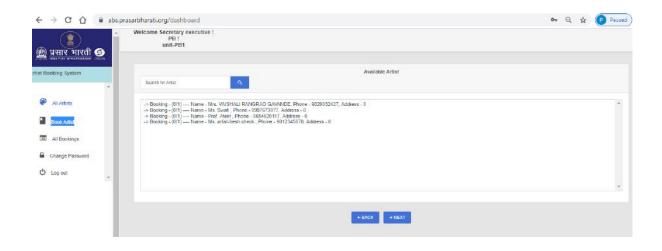
- a) Click on Book Artist.
- b) Select the Main Category (Number of booking for Resource Person-1 per month and for Assignee-6 per month).
- c) Select the Expertise.
- d) Select Sub Category.
- e) Select the Grade Type.
- f) List of Available Artist according to the above selection will be come to the screen.
- g) Select the Artist as per requirement.
- h) Fill the payment details (grade fee according to selection will come automatically), other allowances can be fill in the form.
- i) Details related to the Booking need to be enter in next tab.
- j) Submit the booking.

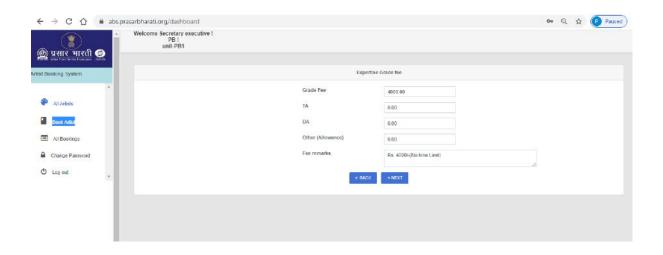


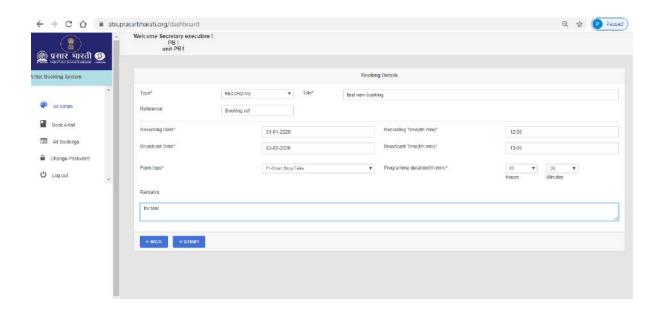




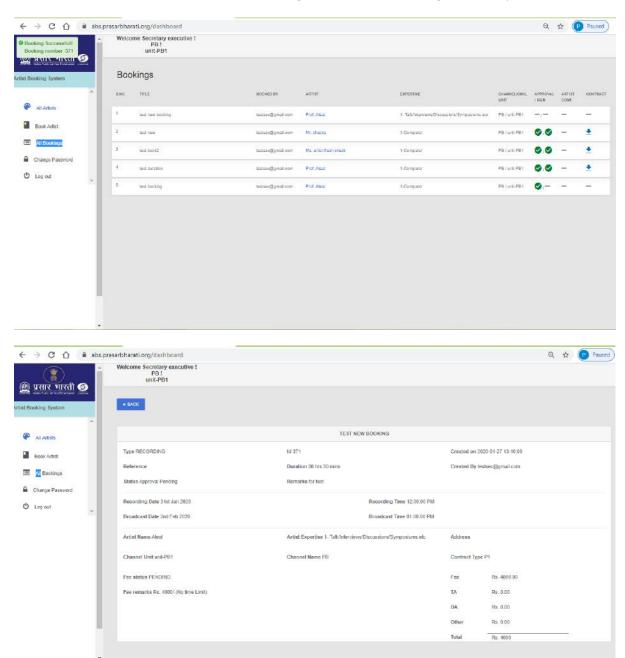




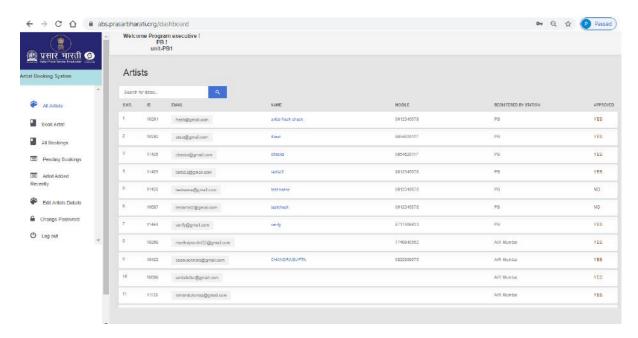




3. **All Bookings:** All the Booking created by the user can be seen in this tab. Status of Booking will also be seen here. Details of booking can be seen on clicking on the respective row.

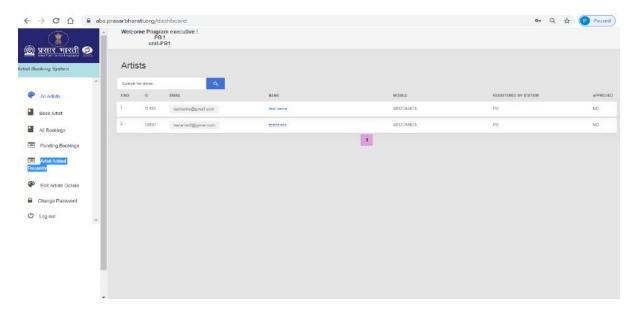


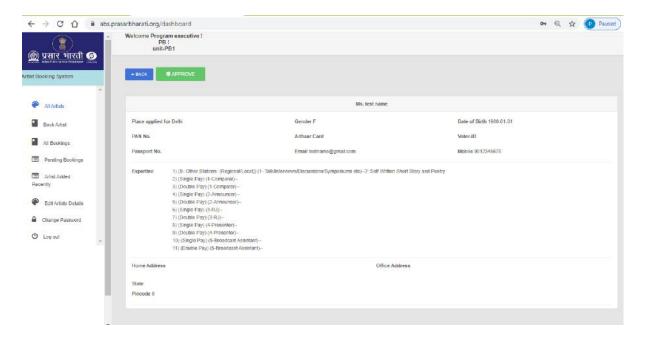
PROGRAM EXECUTIVE ROLE: Program Executive has to fetch their mapped sections/Units while login on the Portal by clicking on **Fetch Section/Unit** button. Select the Section for which duties need to perform.



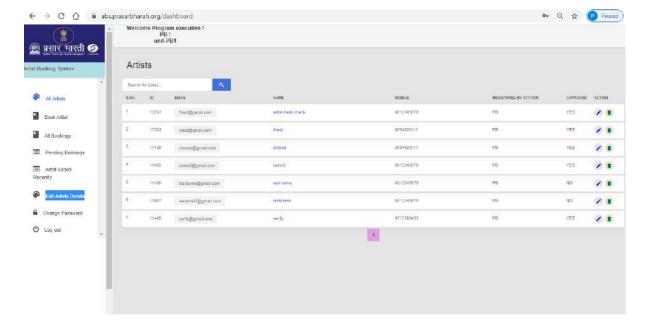
Program Executive Dashboard has various functions given below:

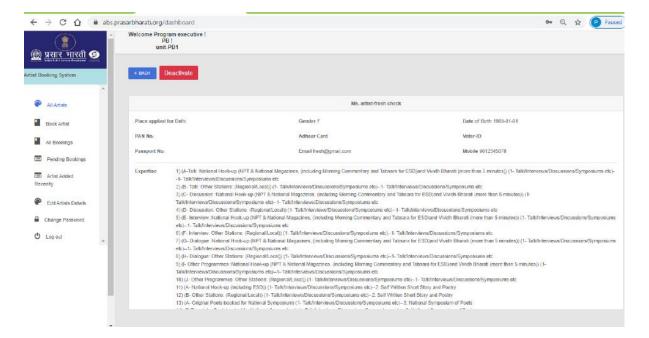
- 1. Manage New Registered Artist.
- 2. Edit Registered Artist
- 3. Manage New Booking.
- 4. Book Artist.
- 5. All Bookings.
 - Manage New Registered Artist: All the newly registered or not activated artist list will be seen in Artist added Recently Tab. Details of Artist can be seen on clicking the respective row. APPROVE the Artist after verify its details.



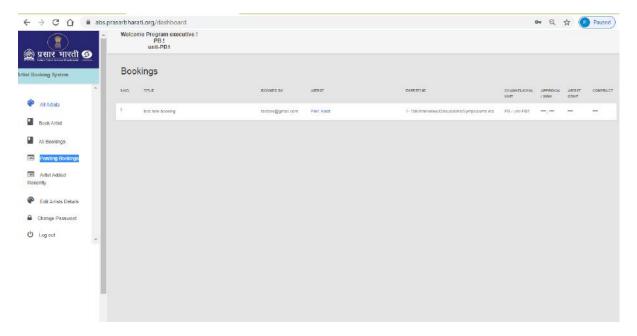


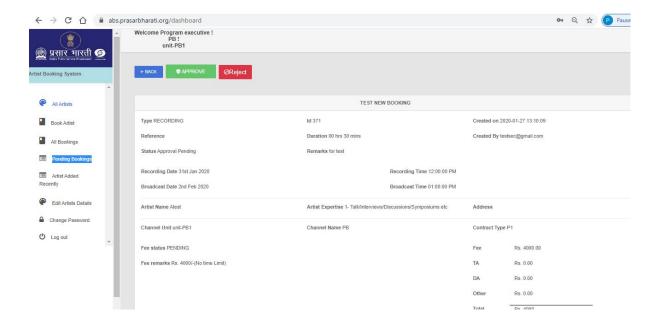
2. **Edit Registered Artist:** All the Artists registered by respective Station can be seen in **Edit Artists Details** Tab. Here Artist Details can be Edit/Delete/Deactivate. To Deactivate the Artist, Click on the respective row and click on **DEACTIVATE** Button.

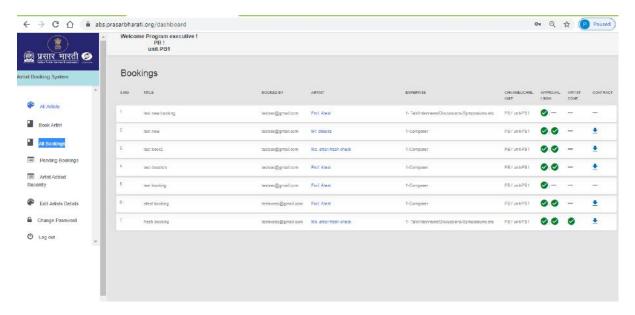




3. **Manage New Booking:** All the fresh booking made by Secretary can be seen in the **Pending Bookings** Tab. Details can be seen by clicking on the respective row. Here Booking can be Approve/Reject.





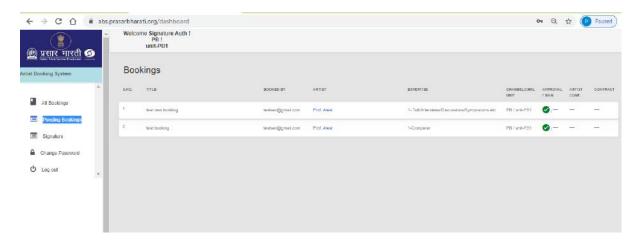


4. **Book Artist**: Similarly like Secretary, Artist can also be booked by Program Executive. Please refer above in Secretary Role for the process of booking.

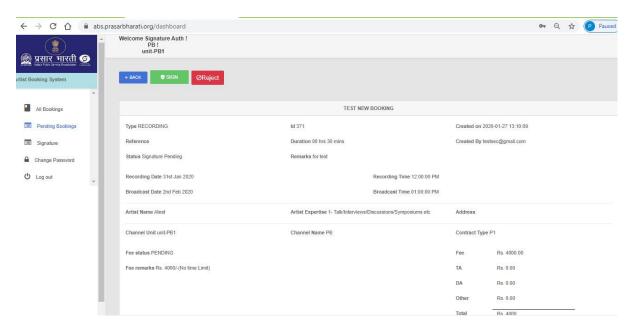
SIGNATURE AUTHORITY: Signature Authority has to fetch their mapped sections/Units while login on the Portal by clicking on **Fetch Section/Unit** button. Select the Section for which duties need to perform.

Signature Authority Dashboard has various functions given below:

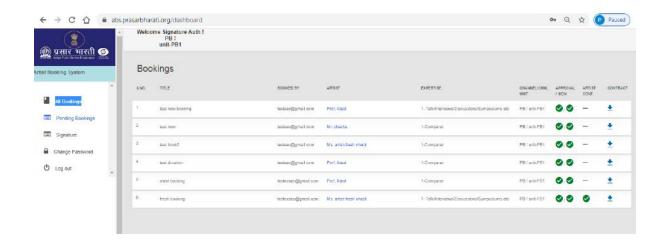
- 1. Manage New Booking.
- 2. All Booking.
- 3. Signature.

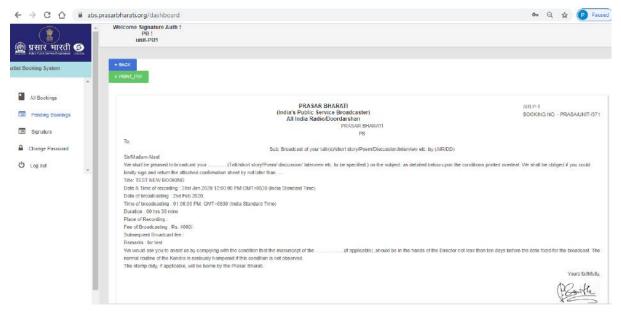


 Manage New Booking: All the Booking verified by Program Executive will be seen in the Pending Booking Tab. Details can be seen on clicking respective row. To sign the new generated Booking, Click on SIGN or Reject.



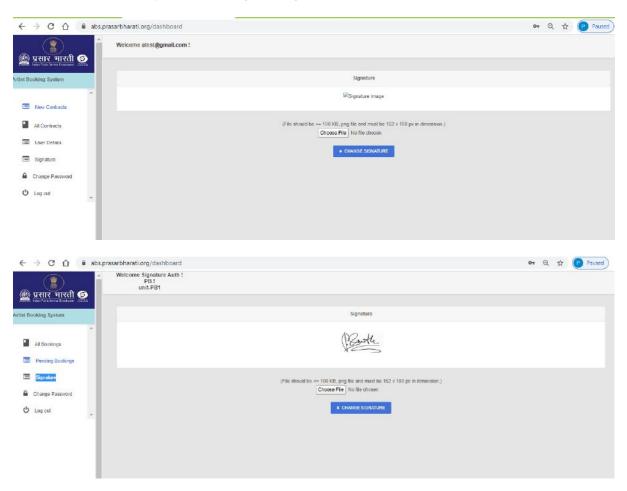
2. **All Booking**: All Booking list can be seen here, along with their status. After sign the Contract of Booking, Contract will be generated, which can be seen on clicking **Downward Arrow** and can also be downloaded in PDF Format.



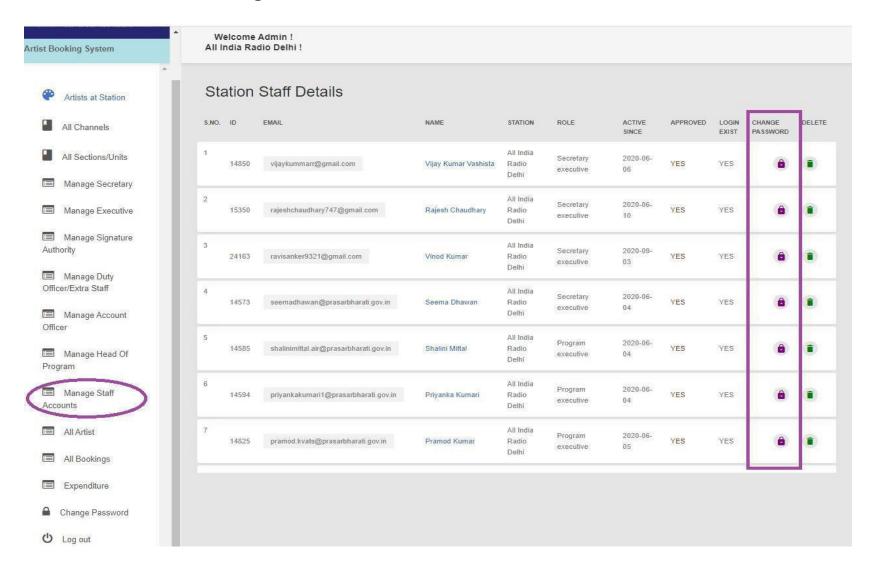




3. **Signature**: To sign the Booking Contract, Signature Authority need to upload their signature in mentioned size and pixels. To change the signature, same tab can be used.

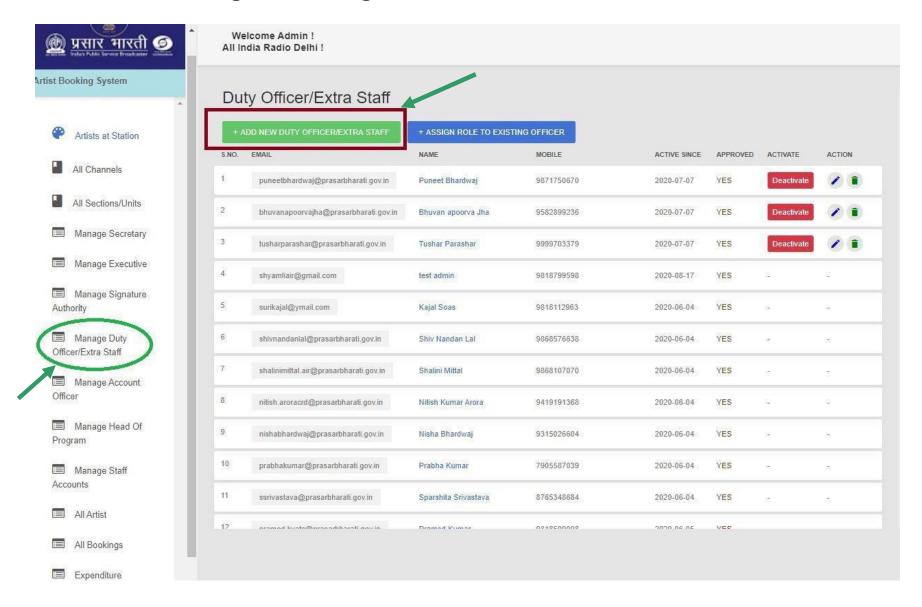


Through the manage staff account tab, the station can reset the password of its station staff and also delete registration.

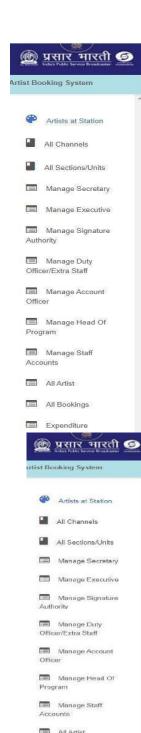


The forgot password option has been given in the artist's login, it is not for artist. Sometimes the password goes to the spam mail after the artist has done the forgotten option. Therefore, check spam mail also.

Assign Voucher generation role to Extra staff /TREX

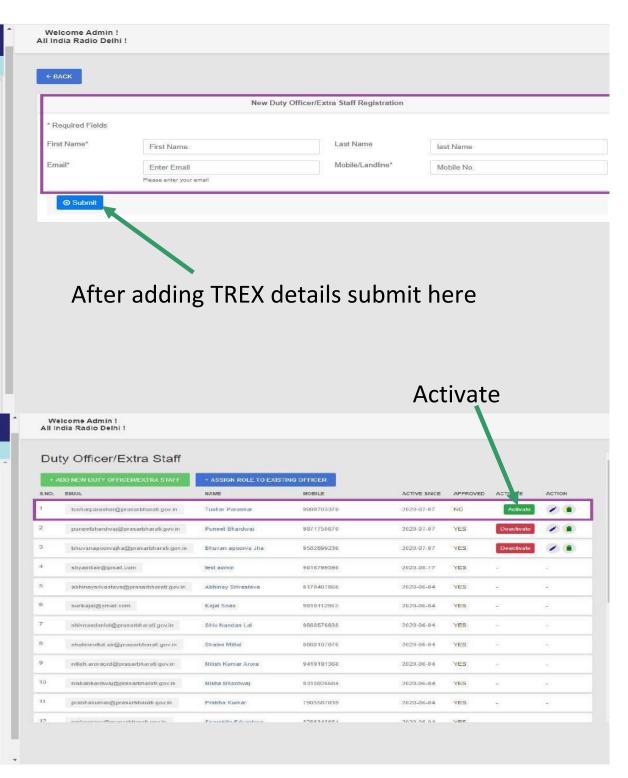


Login with Admin & click on Manage duty officer/extra staff and add staff name with mail id.

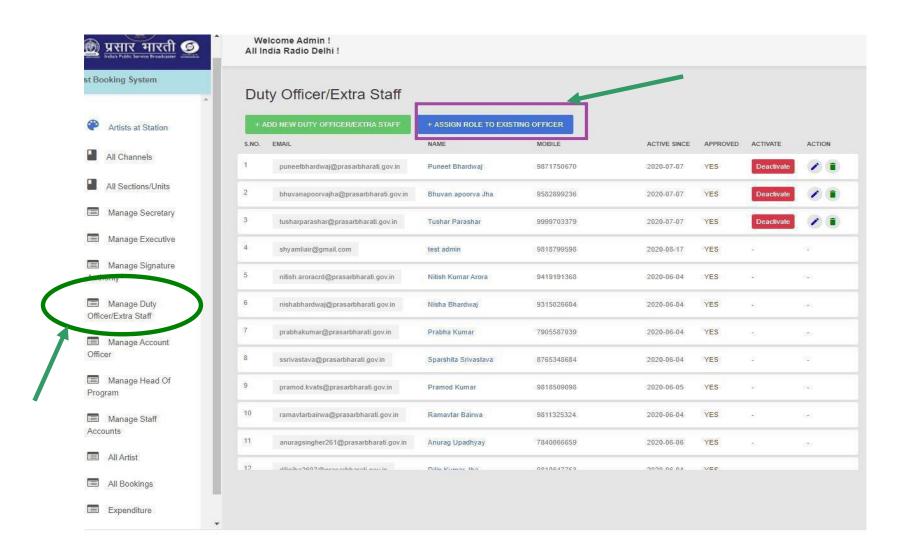


All Bookings

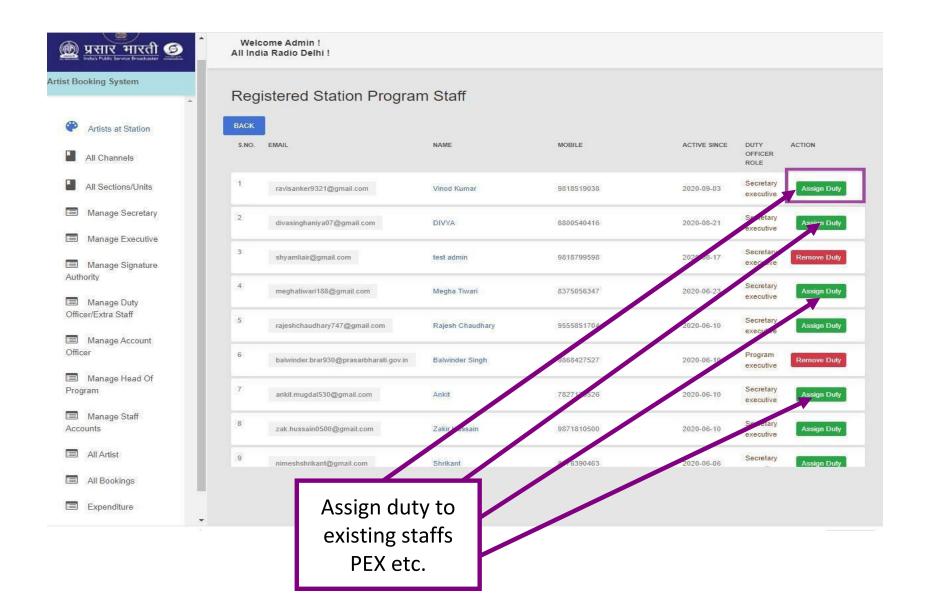
Expenditure



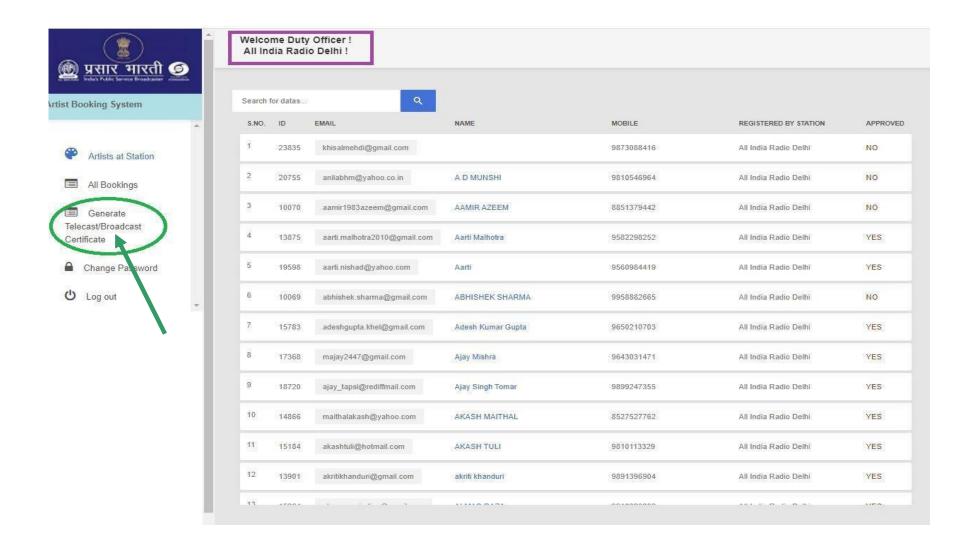
We can also assign voucher generation roles to Existing staff like PEX etc.



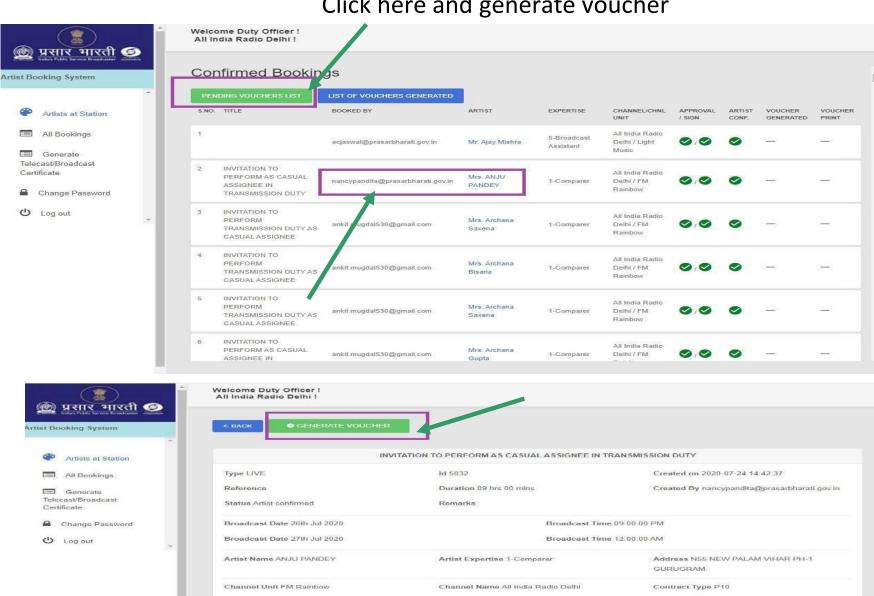
Login with Admin & assign role of existing officers.



After giving this role, duty officer and PEX will get broadcast certificate generation tab.



Click here and generate voucher



Rs. 2600

Rs. 0

Rs. 0

Rs. 0

TA

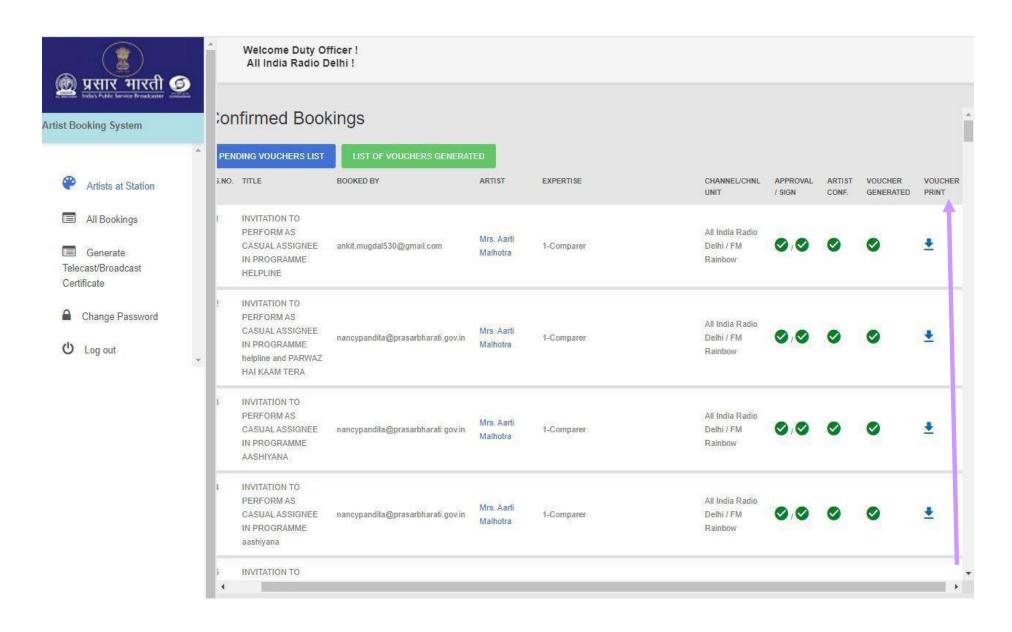
DA

Other

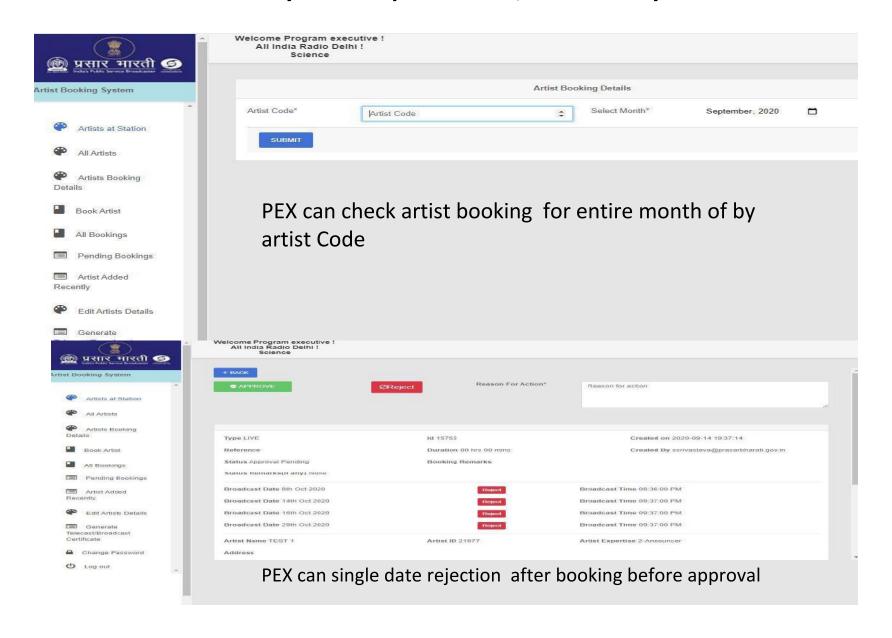
Fee status PENDING

Fee remarks Rs 1300/-

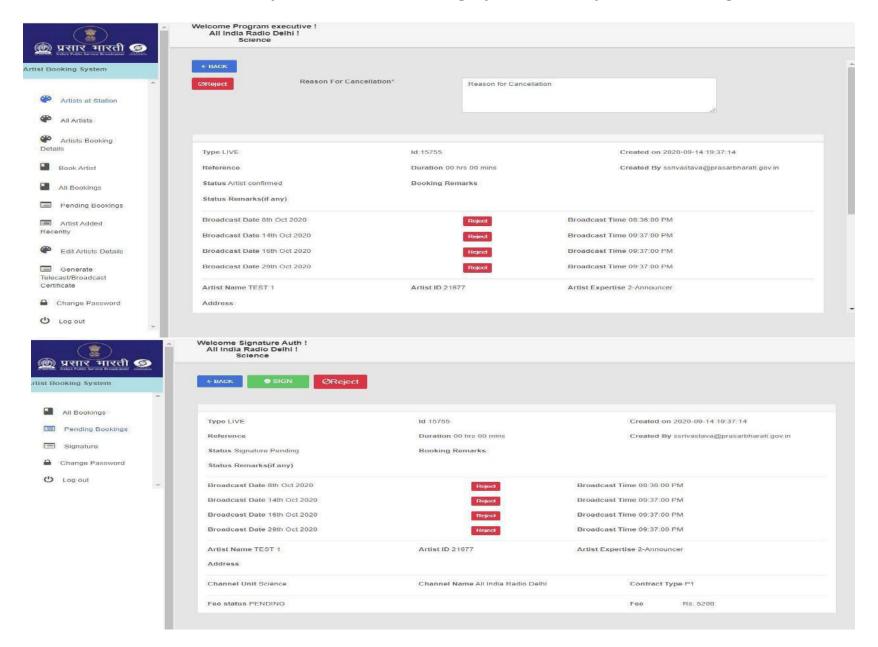
We can print voucher from arrow marked.



Artist's duty cancel option when, how and by whom.

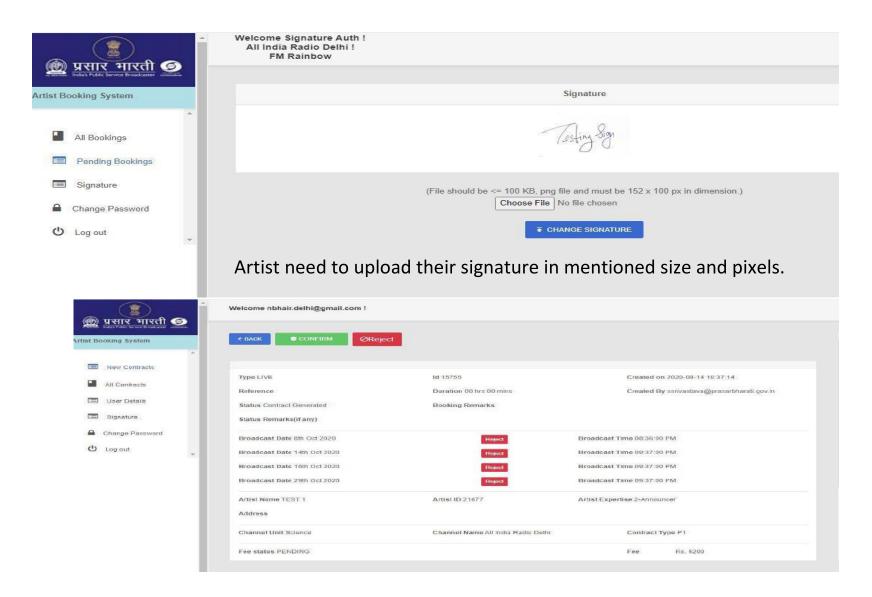


PEX can cancel duty even after confirming by all hierarchy until voucher generates



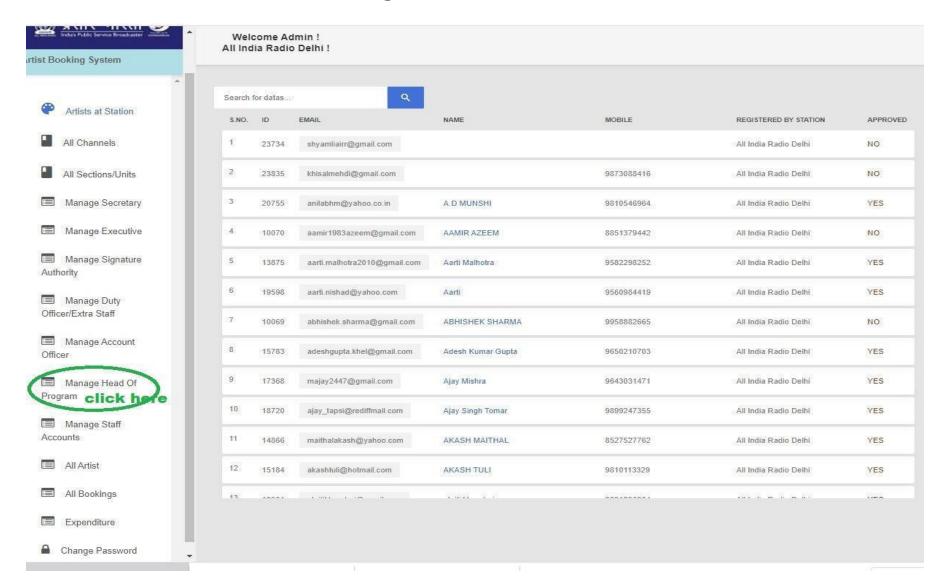
Single duty rejections option has also been given by the Signing Authority

Artist dashboard



Artist can confirm or reject his/her duty by login with his/her id.

Assign HOP role



Login with admin id Click on Manage Head of Program.





All Channels

All Sections/Units

Manage Secretary

Manage Executive

Manage Signature
Authority

Manage Duty
Officer/Extra Staff

Manage Account
Officer

Manage Head Of Program

Manage Staff
Accounts

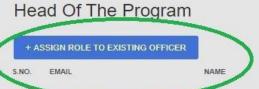
All Artist

All Bookings

Expenditure

A Change Password

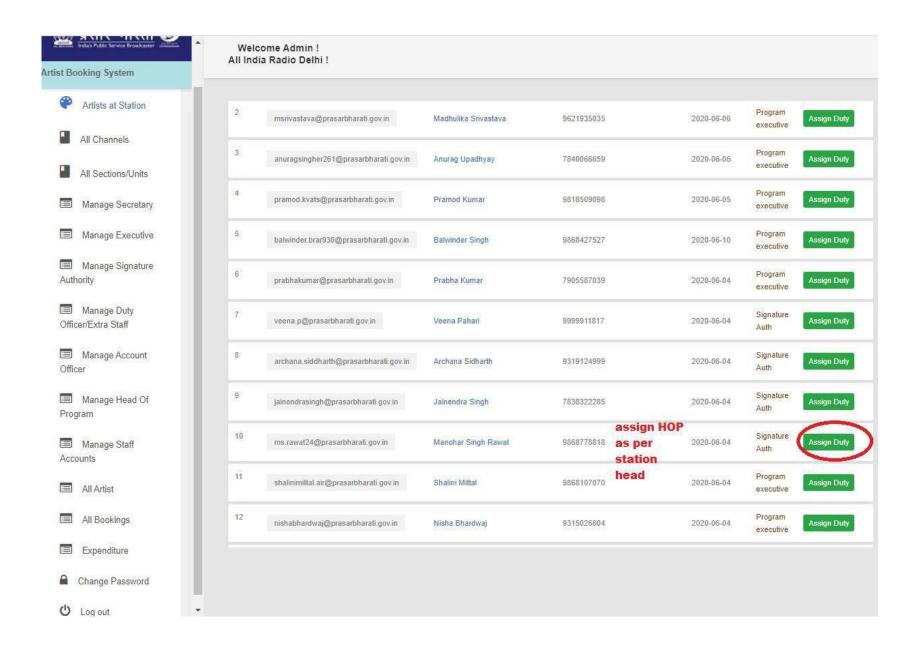
Welcome Admin! All India Radio Delhi!



MOBILE ACTIVE SINCE APPROVED ACTIVATE ACTION

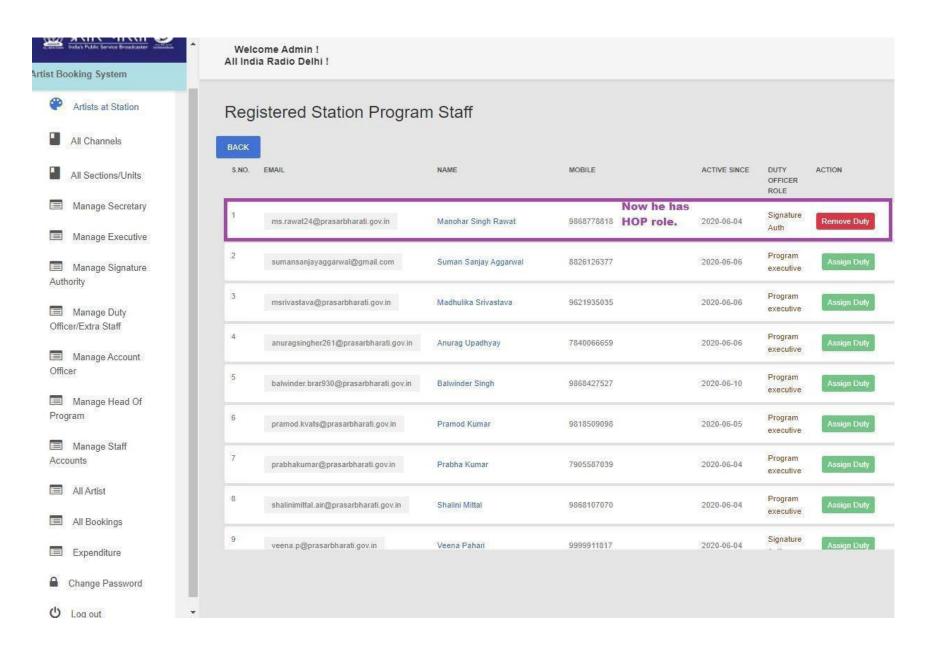
Click on assign role to existing officer

HOP/PEX/ Signing Authority is the same, only assign the role who is HOP.



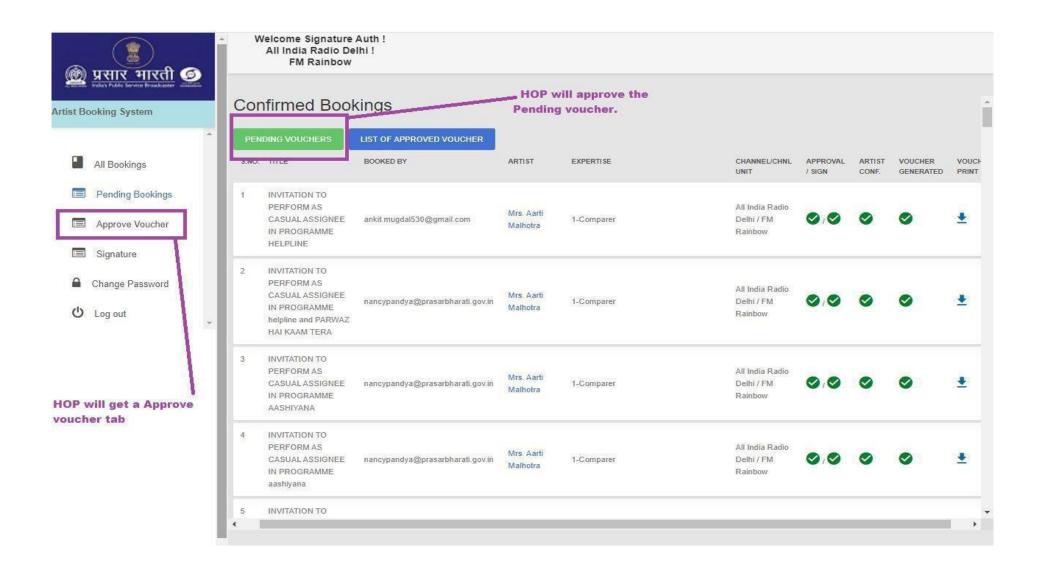
Assign duty (HOP Role) as per your station HOP click on assign duty.

HOP role assigned here show in in rectangle



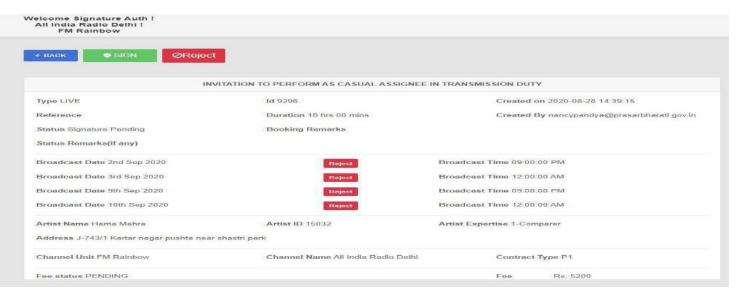
If hop will change, then remove duty and assign new name.

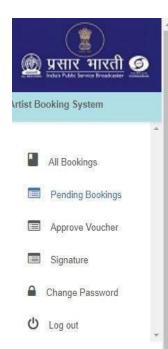
Login view of HOP

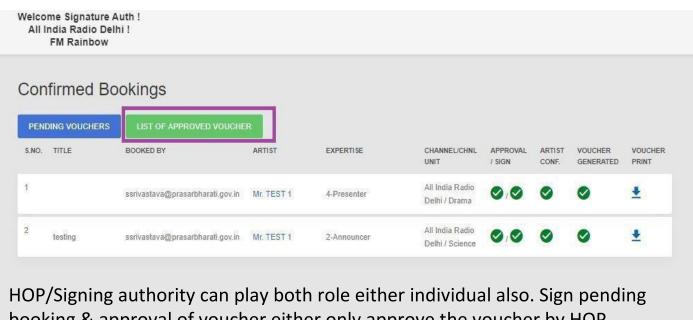


HOP can see Approve Voucher tab & approve pending voucher.



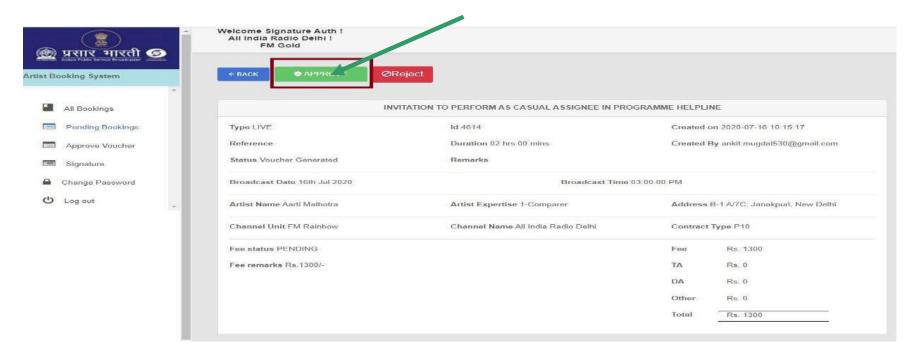






booking & approval of voucher either only approve the voucher by HOP.

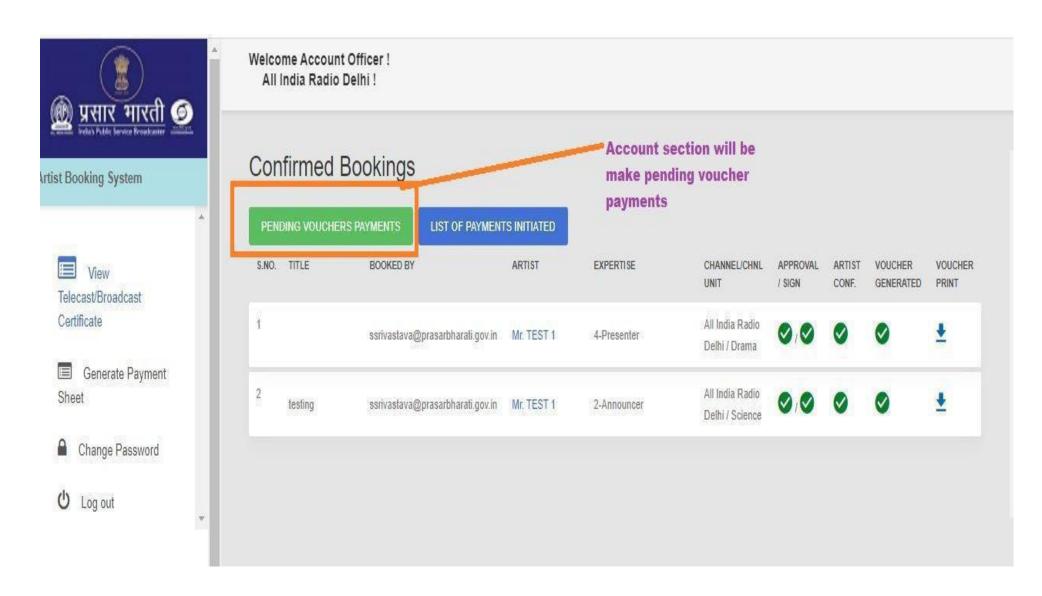
As per station requirement role should be assign





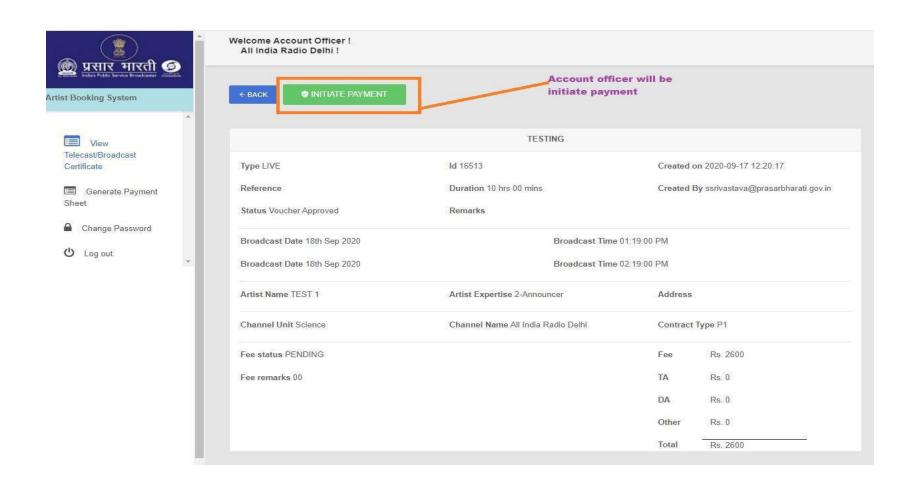
Voucher has been approved by HOP.

Account officer login & role

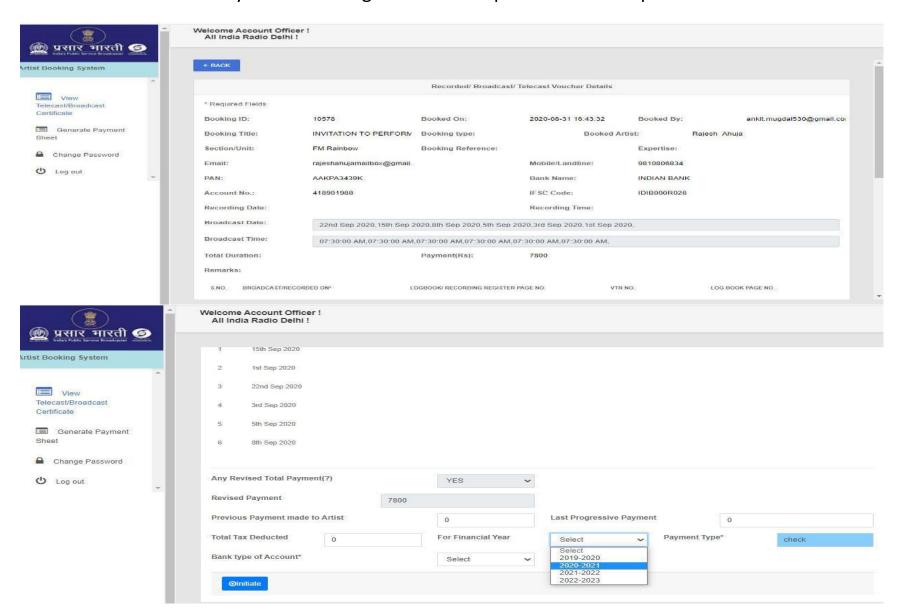


Account officer can see only approved voucher

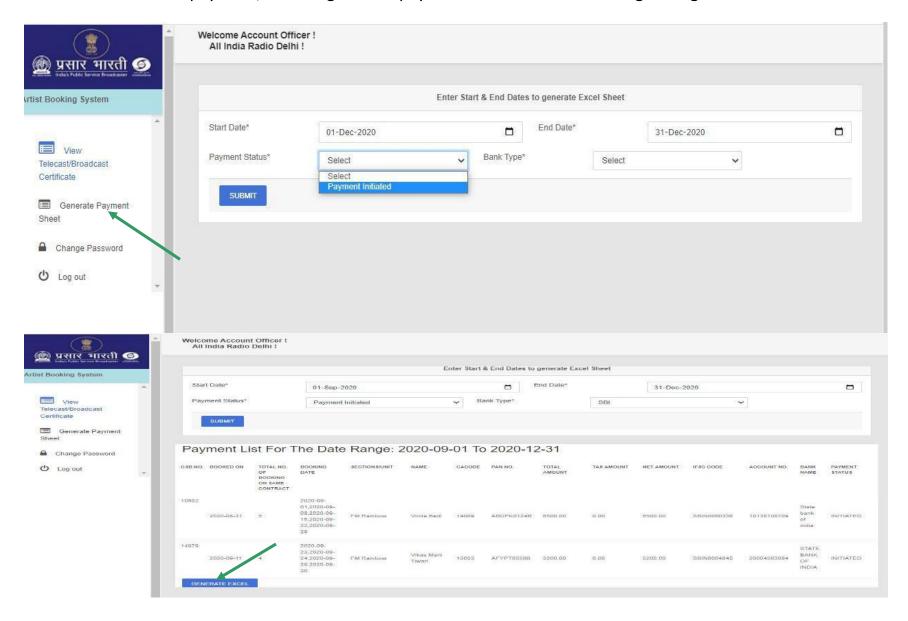
Account officer can initiate payment click on pending voucher on artist name.



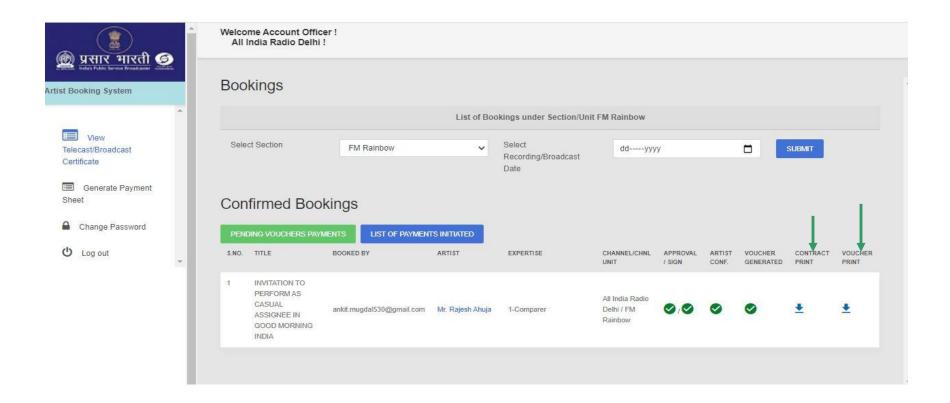
Payment initiating and select required field and option.



After initiated of payment, click on generate payment sheet. Select date range and generate excel sheet.



Account officer can see contract & vouchers.



Thank you

Note that the second second