Meat.Net

Certification system for export of meat products

User Reference Manual

November 5

2014

Meat.net user manual contains step by step process to apply for Certification system for export of meat products.

Ver. 1.0

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GENERAL INFORMATION

About Online System

Introduction

APEDA offers a service to their registered processing establishments, to apply for Health Certificate through Meat.Net Online System, for each of their export consignment of meat products. As per the current Export and Import Policy of Government of India, each export consignment is subjected to compulsory microbiological and other tests by Government laboratory and has to be accompanied by Health Certificate. To apply Health Certificate online, for the export consignment of meat products, the establishment on registration with APEDA shall be provided a onetime Username and Password. The registered processing establishment shall submit an application form online (by using their User Name and Password), and then approach the concerned State Animal Husbandry Office to which their unit belongs, along with requisite fee, copies of the invoice, packing list, test reports, for collecting the health certificate. To process the Health Certificate application, State Veterinarian officials in the State Animal Husbandry Office shall login with their respective User Name and Password allotted to them by APEDA & issues the health certificate.

How to Access the System?

- It is a web enabled system, hence can be used 24* 7 by all the stakeholders. The stakeholders can access Meat.Net system through any standard web browser like IE, Firefox, Google Chrome, etc.

Latest Update

How to know about the latest updates?

- The stake holders can know about the latest announcements from the head "Latest Update" available on the login page as shown below:-

Apply for Health Certificate

How to apply for a Health Certificate?

❖ The stakeholders can know the online process for applying for health certificate from the head "How to Apply" available on the login page as shown below:-

GETTING STARTED

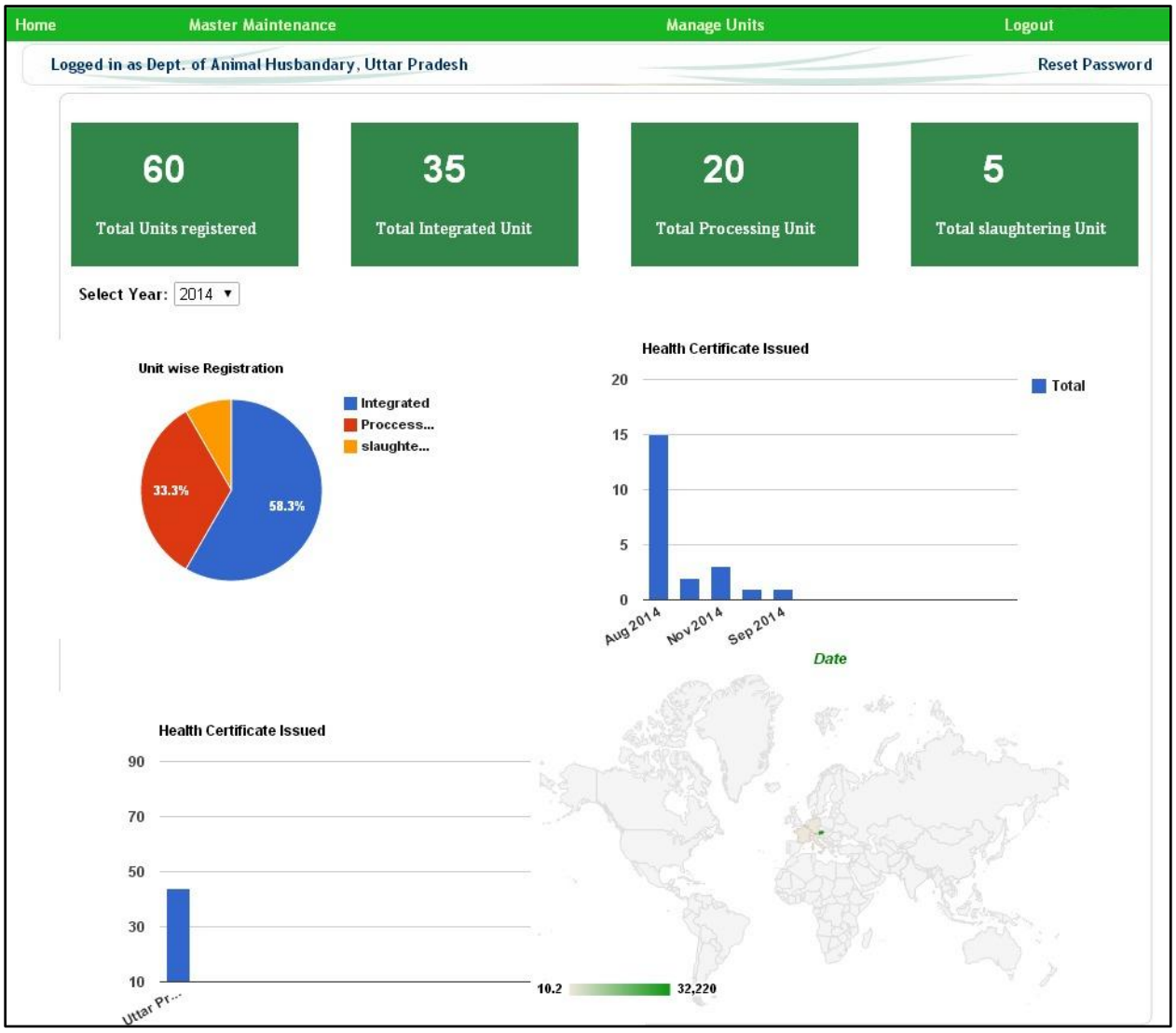
LOGIN

How to login into the system?

- User can login to the system with the User Name and Password provided as shown below:-

How does the Home Page of a logged in State Admin Looks Like?

❖ The home page for the logged in State Admin would be displayed as shown below:-

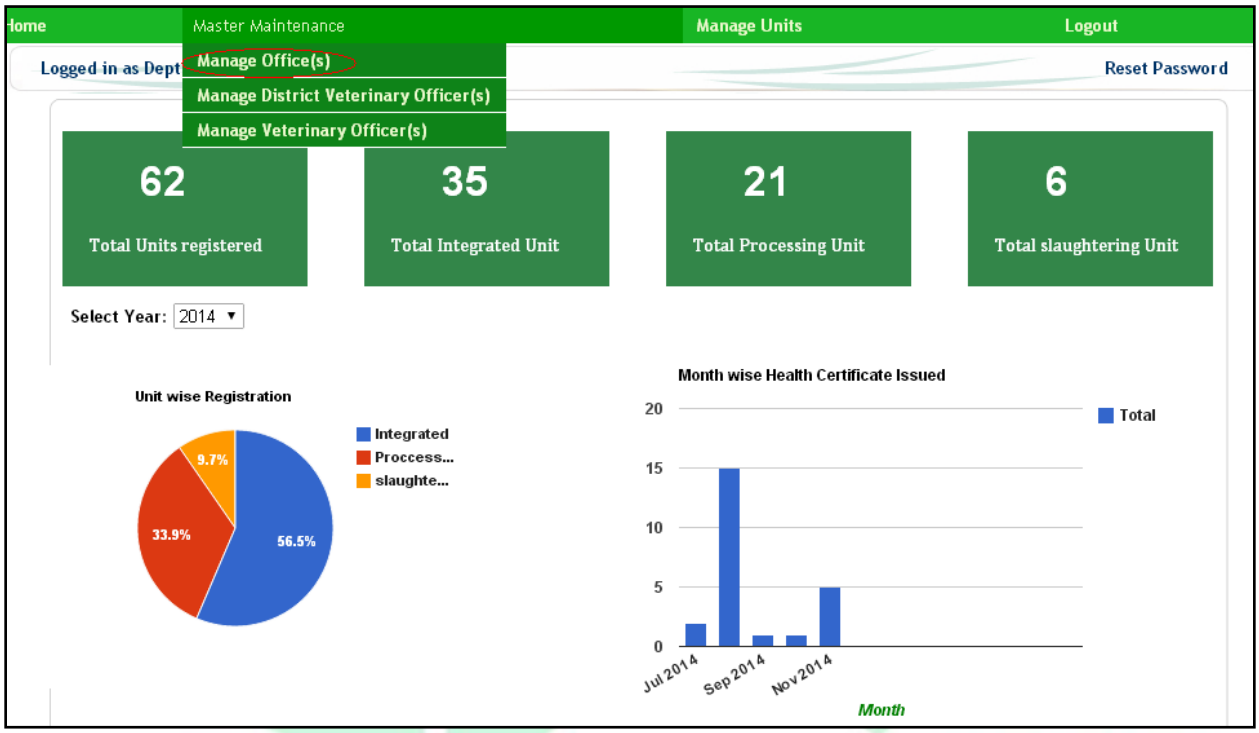


❖ To view the units registered according to years the user can use the tool 'Select Year' in order to view the data according to a particular year.

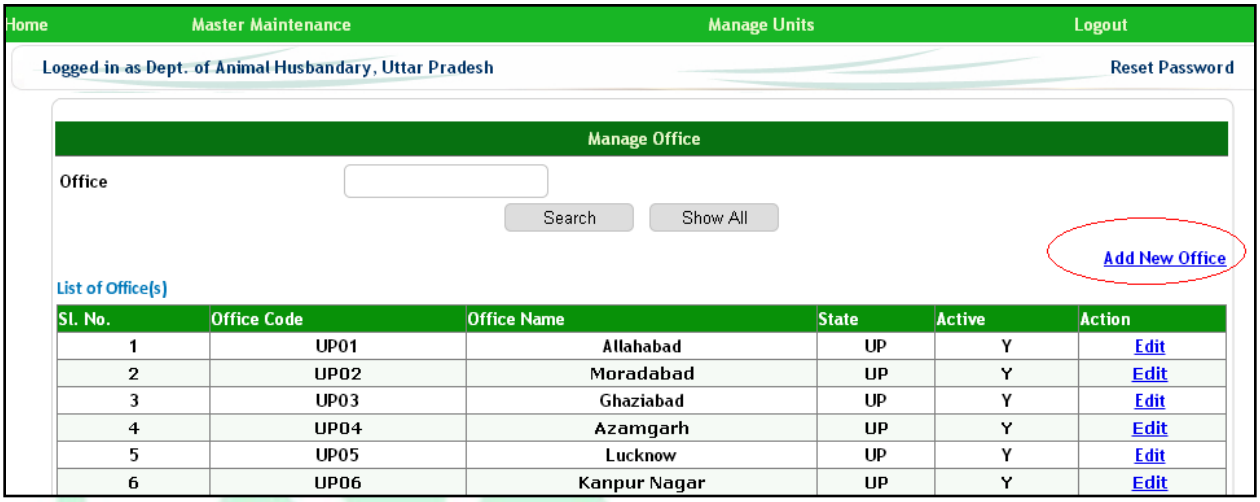
USING THE SYSTEM

How to add New Offices?

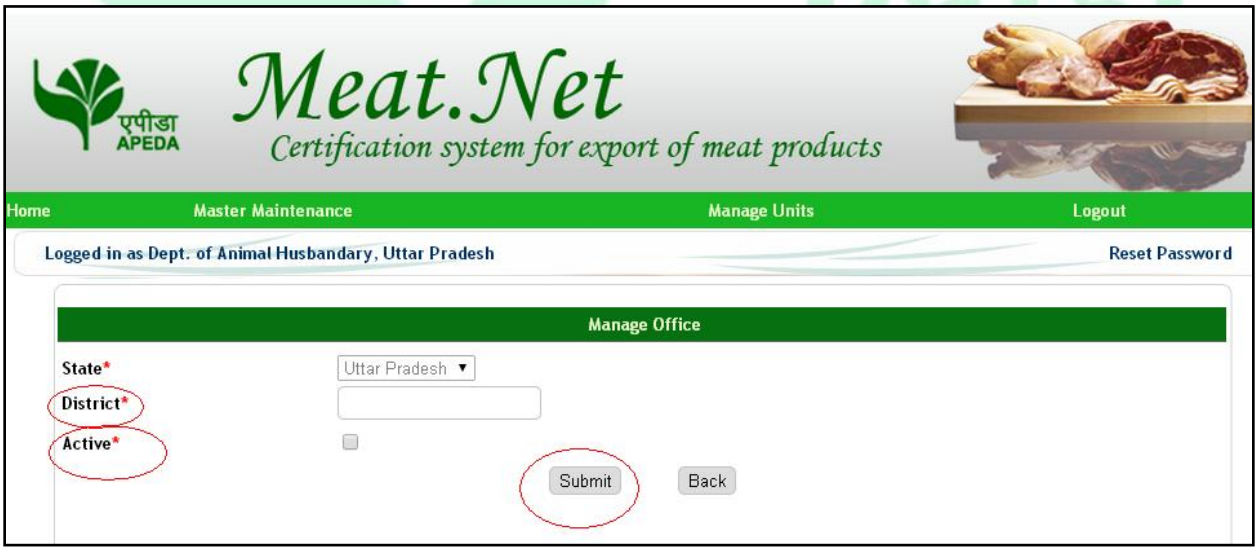
- In the home page move the mouse over “Master Maintenance” and click on “Manage Offices(s)” link as shown in fig. below:-



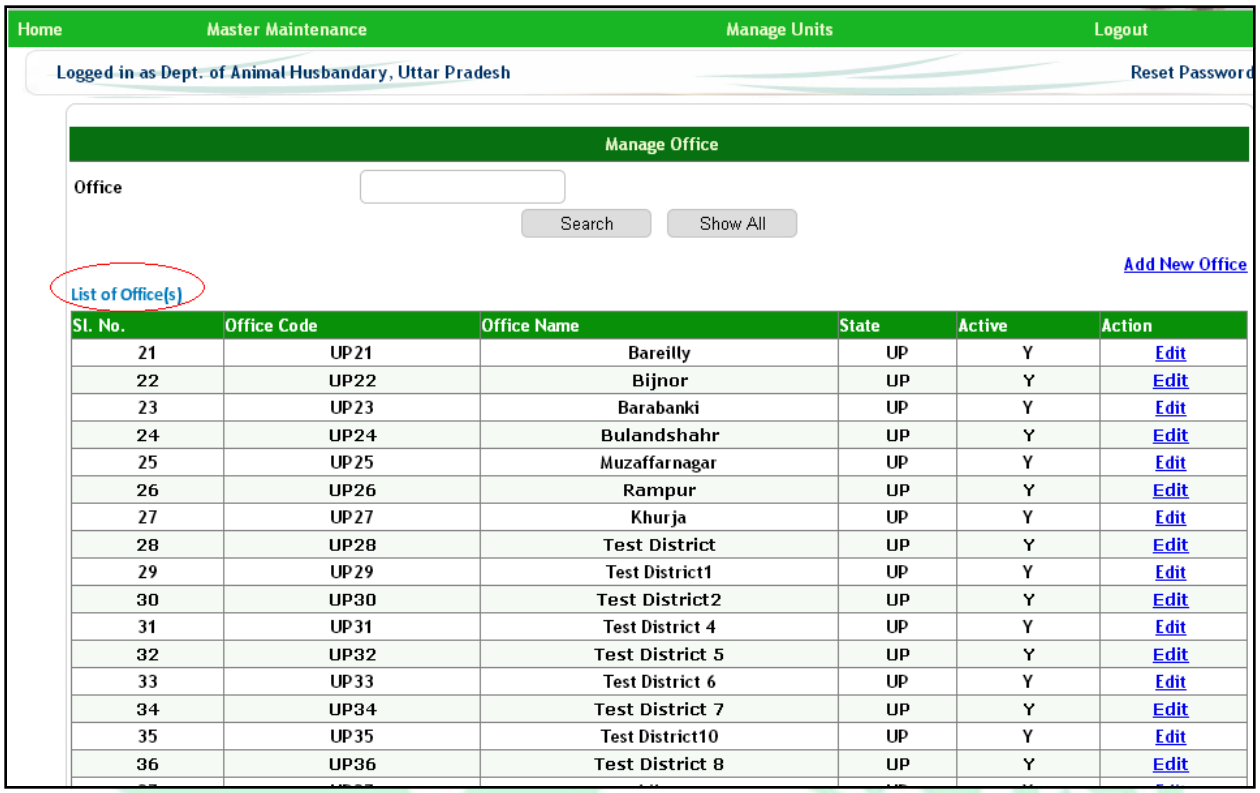
❖ To add a new office click on “Add New Office” as shown in fig. below:-



❖ Once clicked on the link it would redirect to the page where official would have to fill the details and click on submit to add a new office as shown below:-



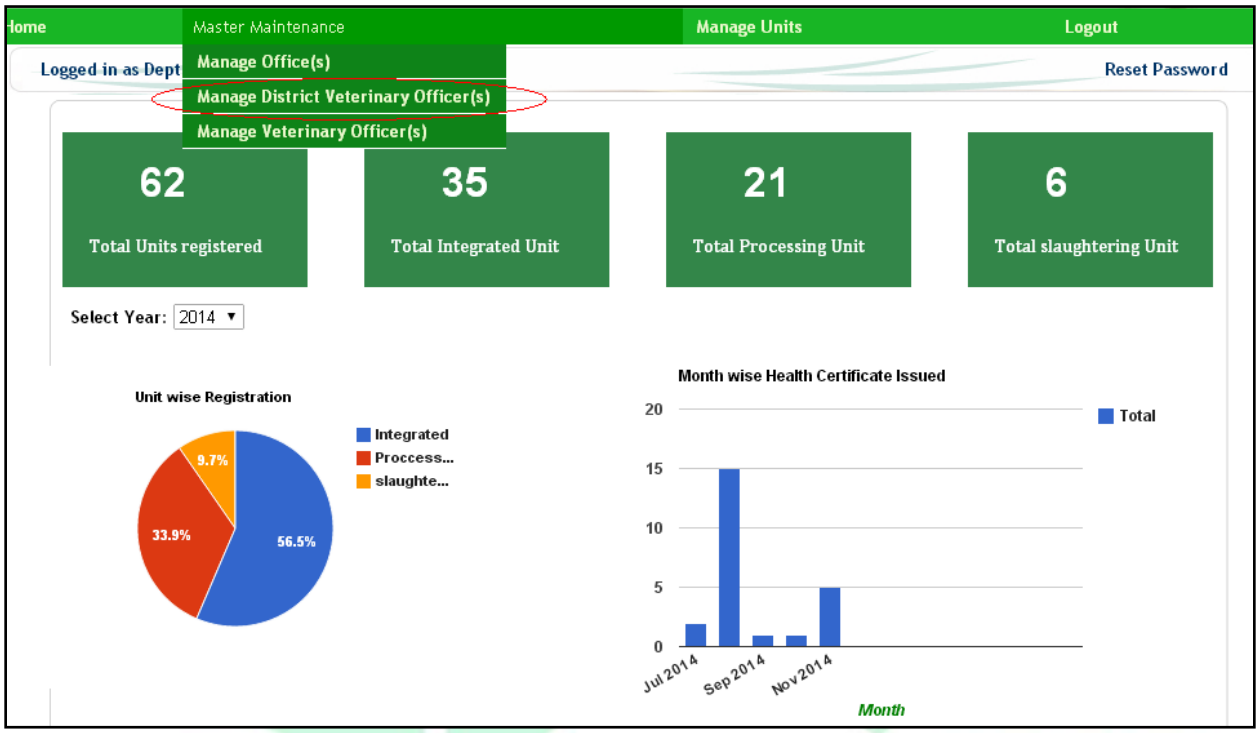
❖ Once clicked on submit it would display under the head 'List of Office(s)' as shown below:-



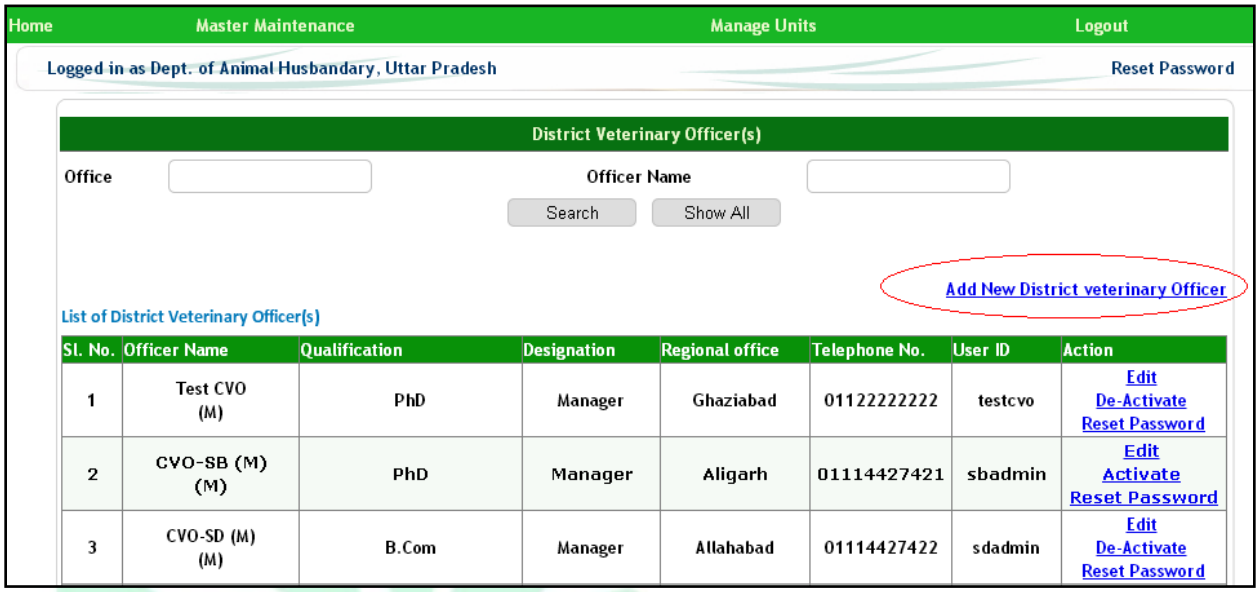
Sl. No.	Office Code	Office Name	State	Active	Action
21	UP21	Bareilly	UP	Y	Edit
22	UP22	Bijnor	UP	Y	Edit
23	UP23	Barabanki	UP	Y	Edit
24	UP24	Bulandshahr	UP	Y	Edit
25	UP25	Muzaffarnagar	UP	Y	Edit
26	UP26	Rampur	UP	Y	Edit
27	UP27	Khurja	UP	Y	Edit
28	UP28	Test District	UP	Y	Edit
29	UP29	Test District1	UP	Y	Edit
30	UP30	Test District2	UP	Y	Edit
31	UP31	Test District 4	UP	Y	Edit
32	UP32	Test District 5	UP	Y	Edit
33	UP33	Test District 6	UP	Y	Edit
34	UP34	Test District 7	UP	Y	Edit
35	UP35	Test District10	UP	Y	Edit
36	UP36	Test District 8	UP	Y	Edit

How to add New District Veterinary Officer?

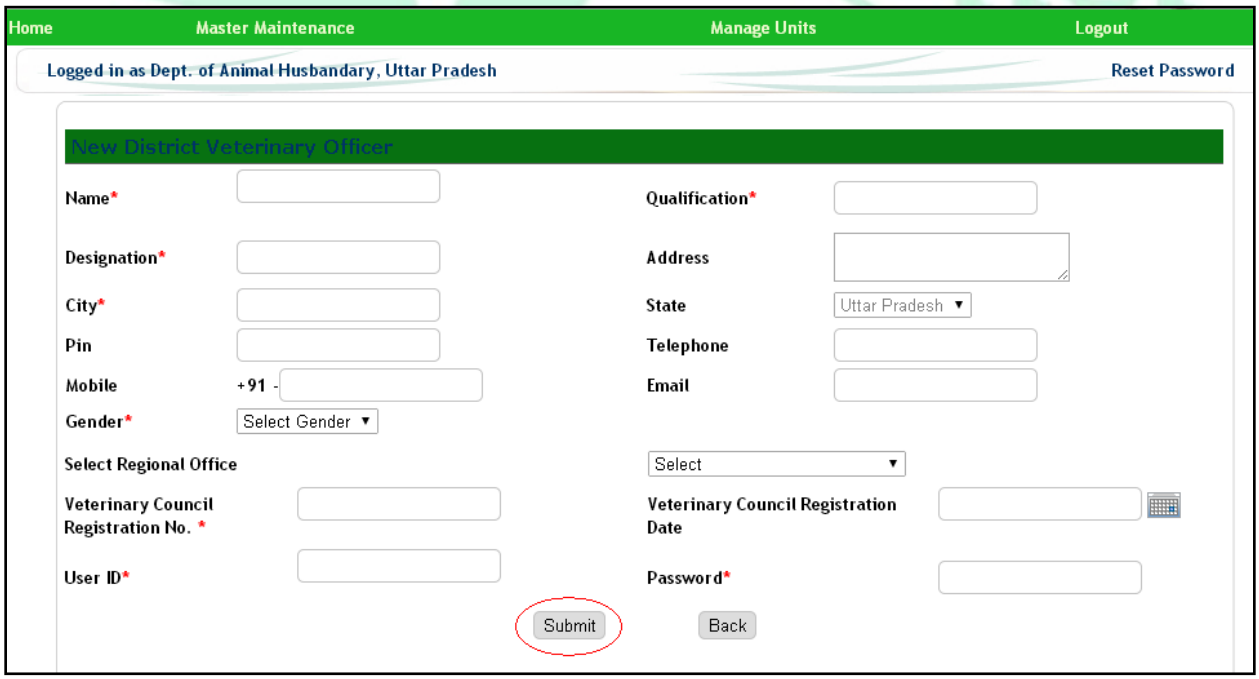
- In the home page move the mouse over “Master Maintenance” and click on “Manage District Veterinary Officer(s)” link as shown in fig. below:-



❖ To add new District veterinary officer click on the link "Add New District Veterinary Officer" as shown in the fig below:-



❖ Once clicked on the link it would redirect to the page where official would have to add details of the new District veterinary officer as shown in the fig below:-

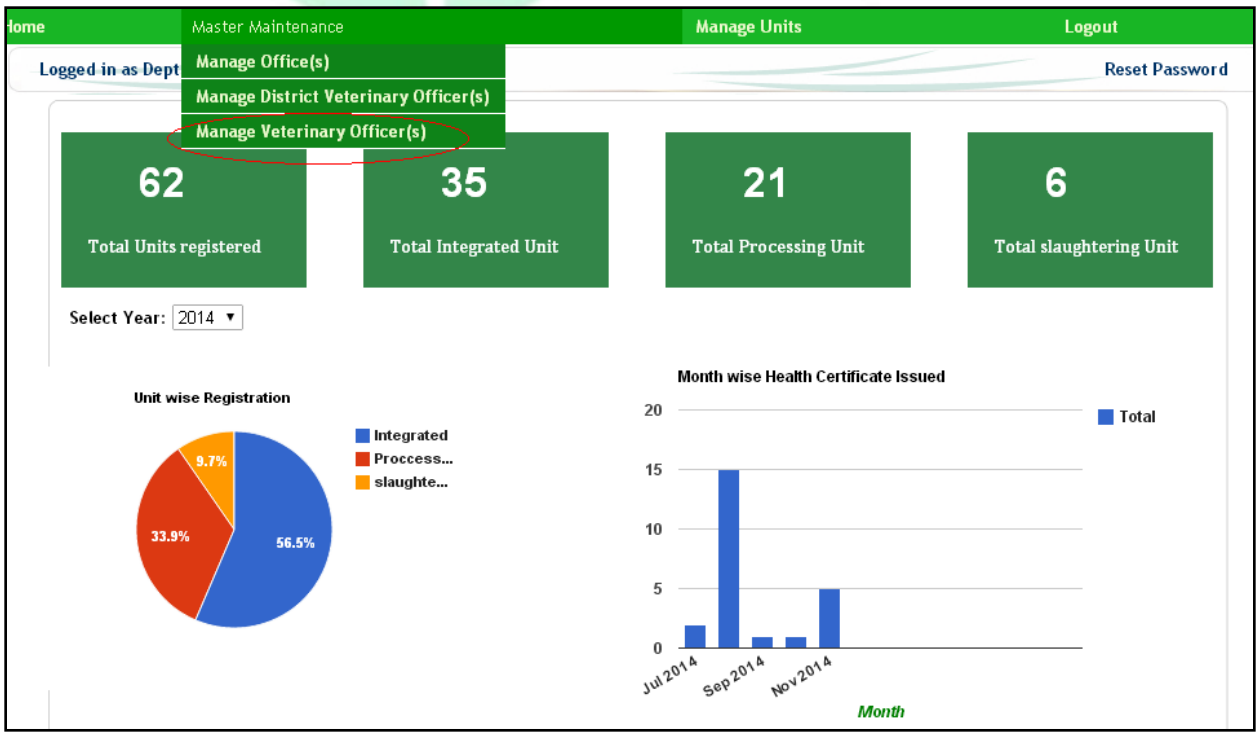


- After filling the requisite details the Official would have to click on "Submit" and once clicked on it a confirmation message would be displayed as shown in the fig below:-

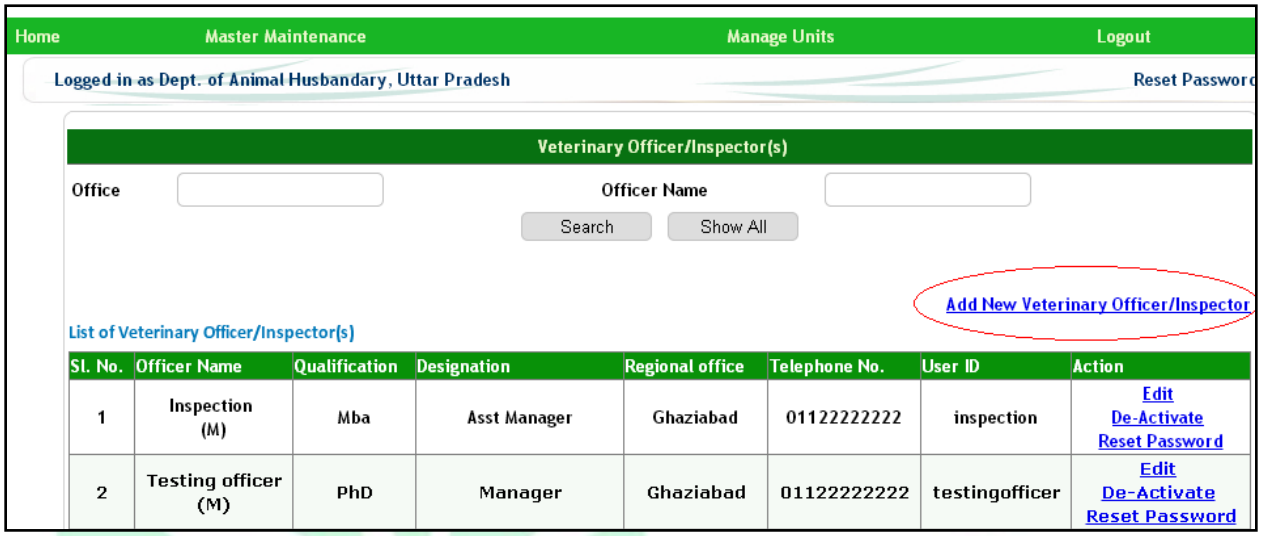
- Once the details are added it would display under the head "List of District Veterinary Officer(s)".

How to add New Veterinary Officer?

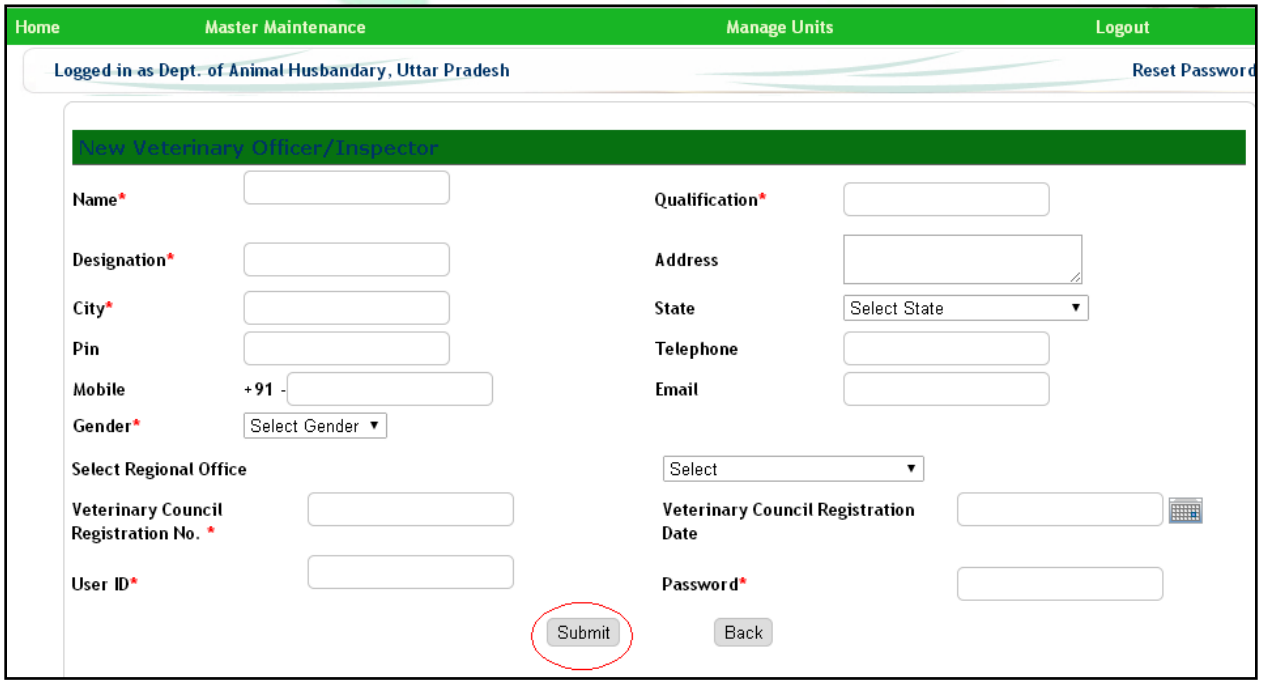
- In the home page move the mouse over "Master Maintenance" and click on "Manage Veterinary Officer(s)" link as shown in fig. below:-



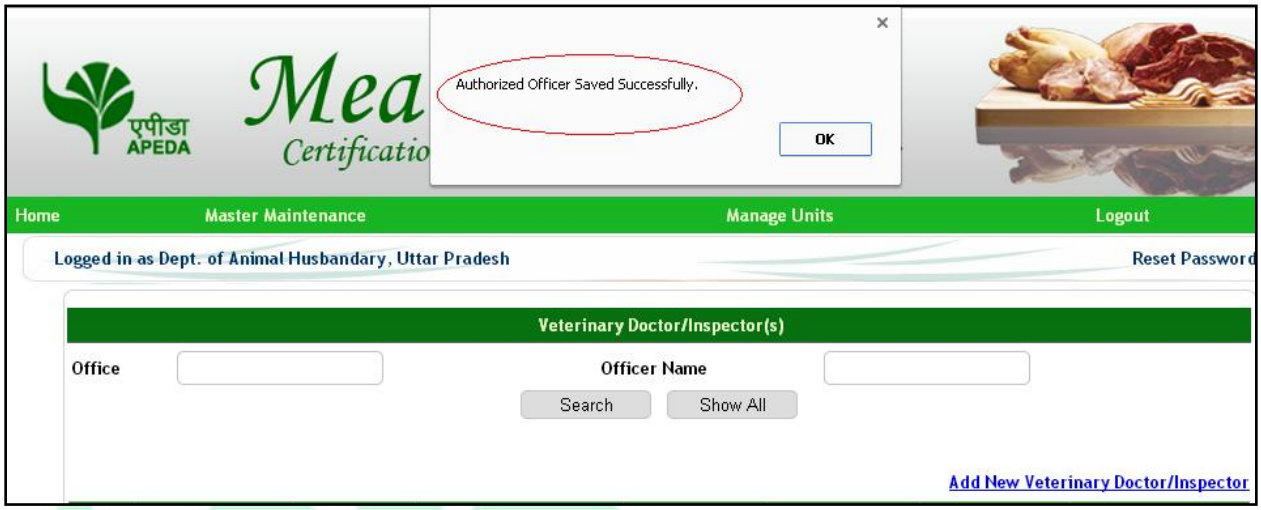
❖ To add new Veterinary Officer click on the link “Add New Veterinary Officer/Veterinary Officer” as shown in the fig below:-



❖ Once clicked on the link it would redirect to the page where official would have to add details of the new Veterinary Officer as shown in the fig below:-

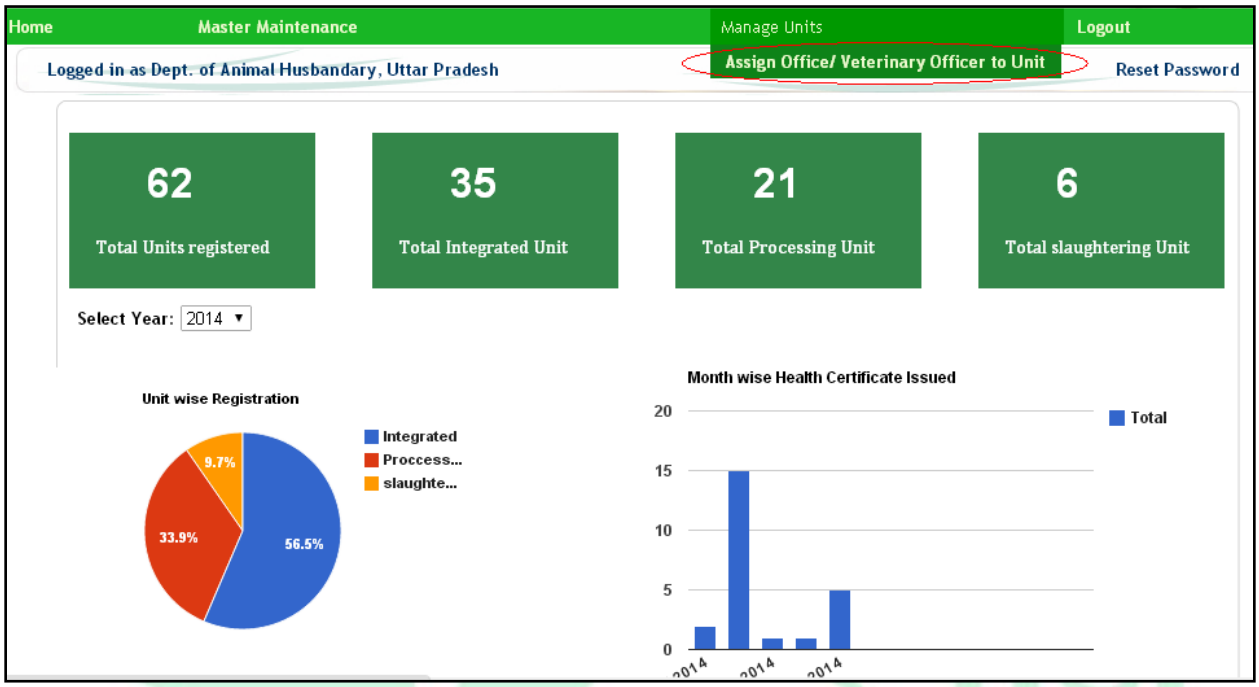


- After filling the requisite details the Official would have to click on “Submit” and once clicked on it a confirmation message would be displayed as shown in the fig below:-

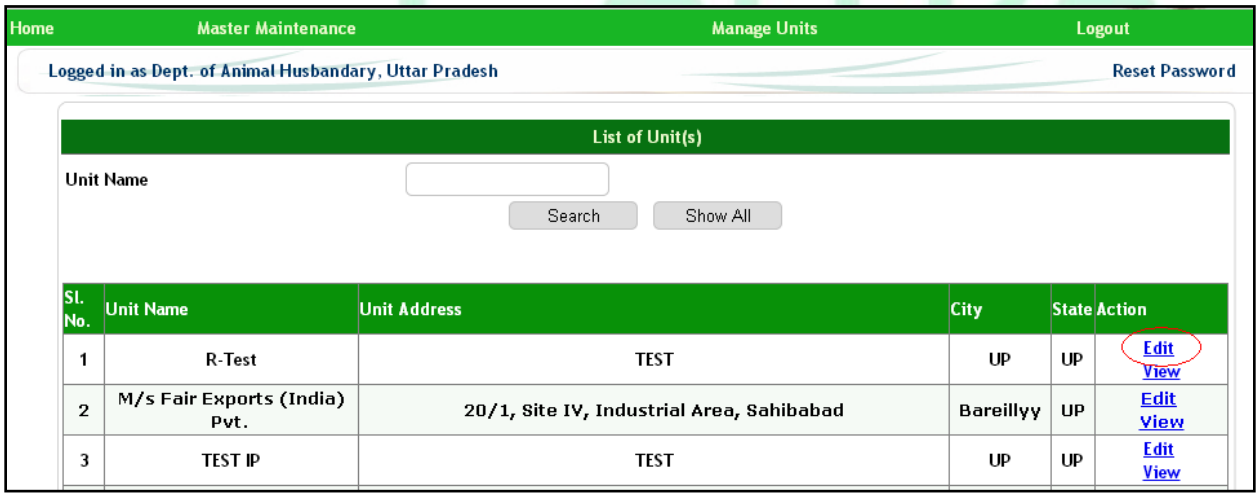


How to Assign Office/Veterinary Officer to a Unit?

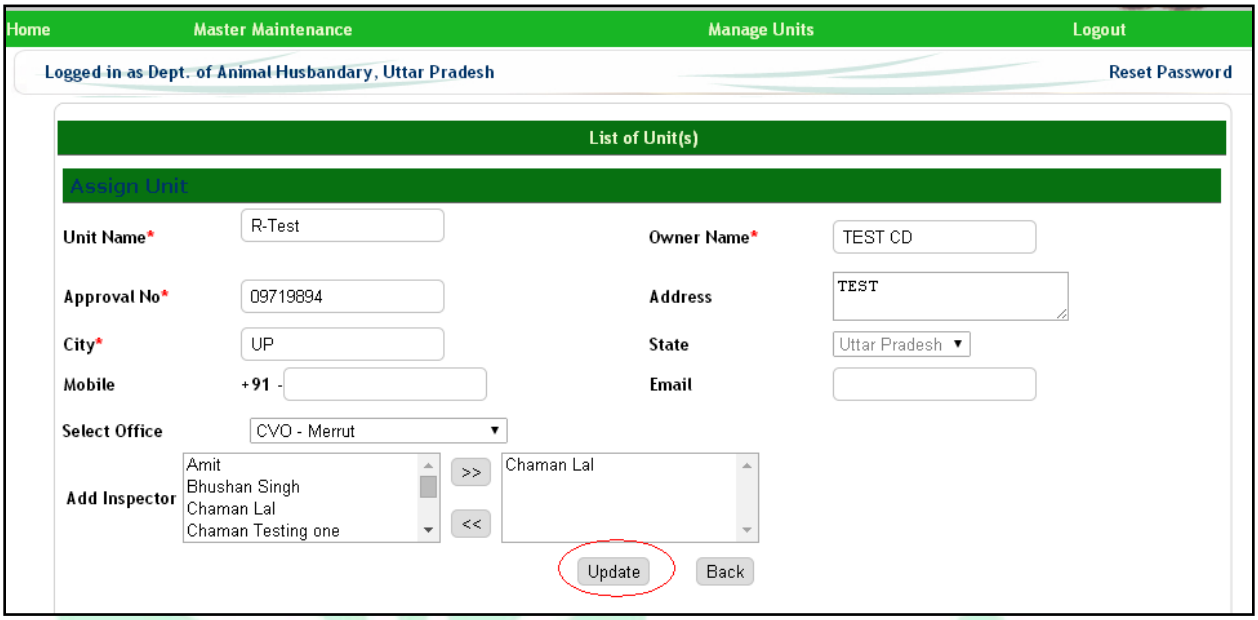
- In the home page move the mouse over “Manage Unit” and click on “Assign Office/Veterinary Officer to Unit” link as shown in fig. below:-



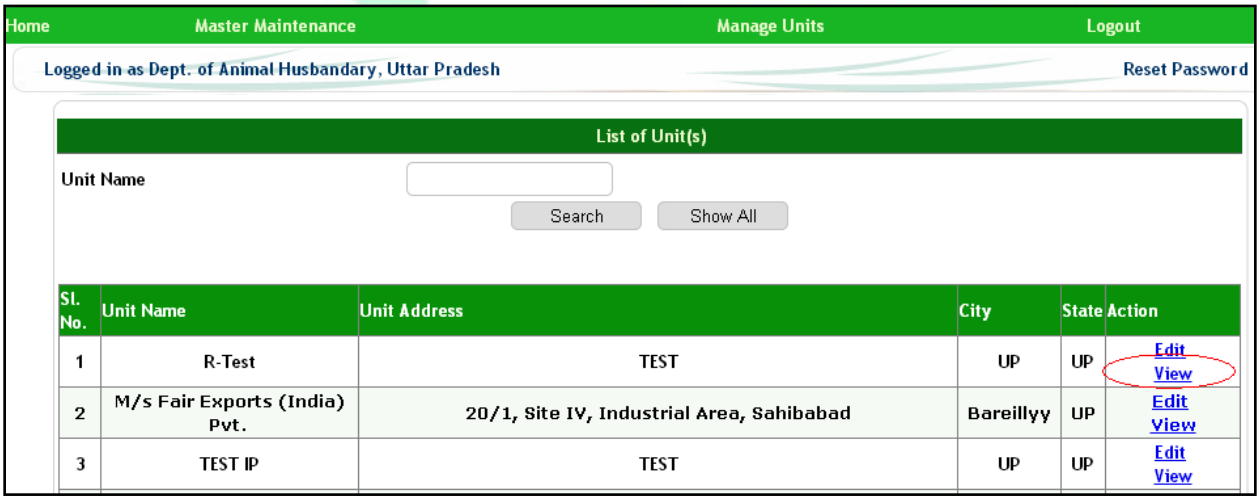
- To add Office/Veterinary Officer click on the link “Edit” as shown in the fig below:-



❖ Once clicked on the link it would redirect to the page where official would have to add details of the Office and Veterinary Officer as shown in the fig below:-



❖ Once clicked on 'Update' the details would be updated and the officials can view the details from the link 'view' provided against the Unit details as shown in the fig below:-

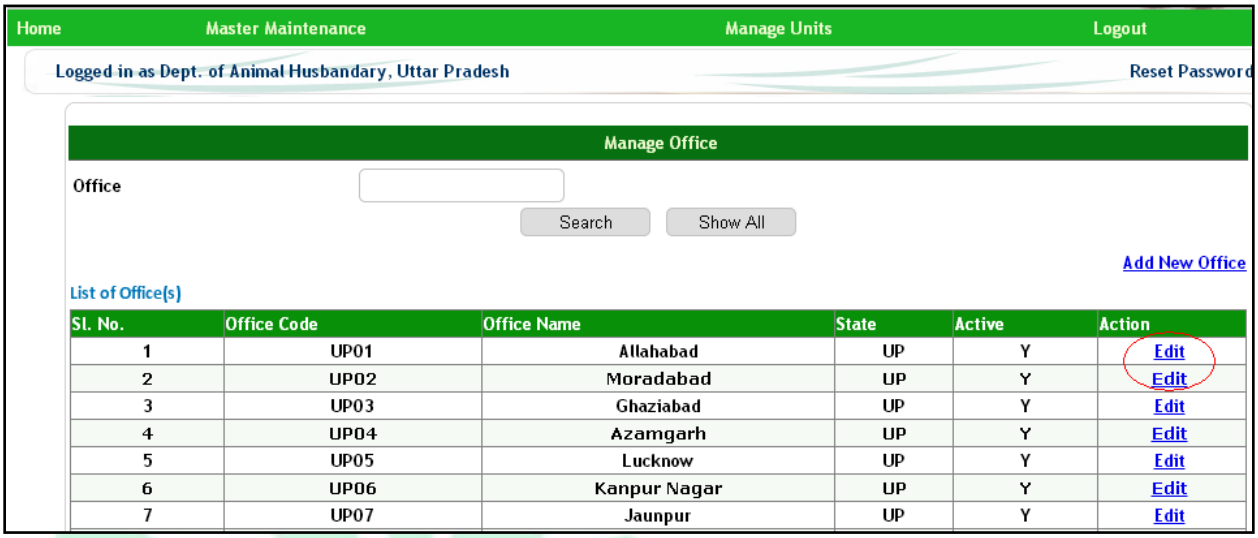


- Once clicked on 'view' a pop-up would be generated displaying the details of officials assigned for the Unit as shown in the fig below:-

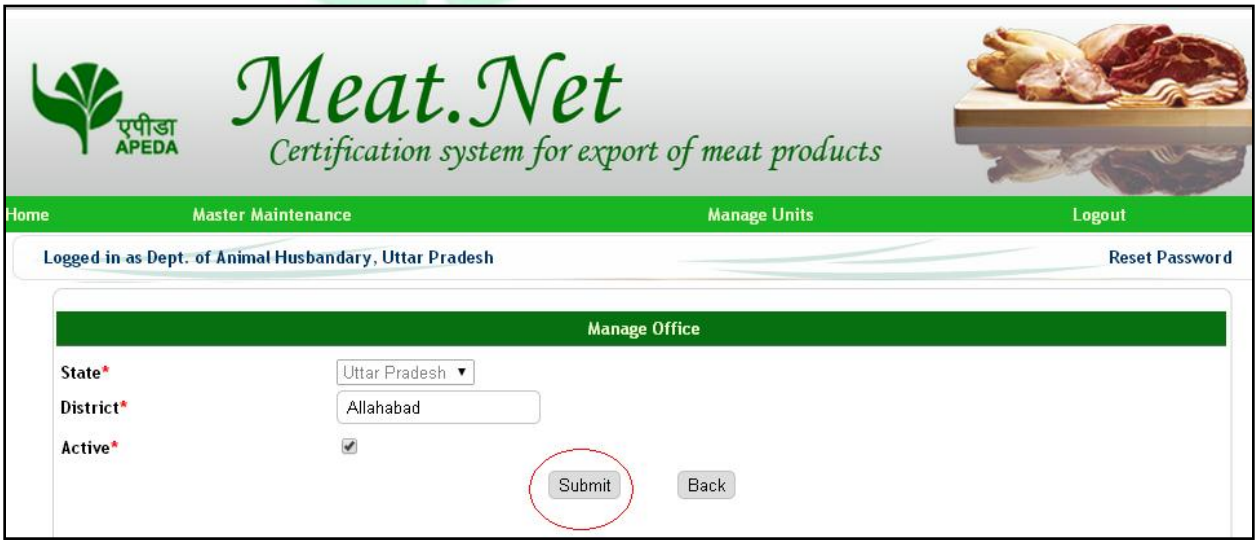
ADDED FEATURES

How to Edit Details of a Registered Office?

❖ User can change the details of an already added office by clicking on the link 'Edit' provided against the Office details as shown in the fig below:-

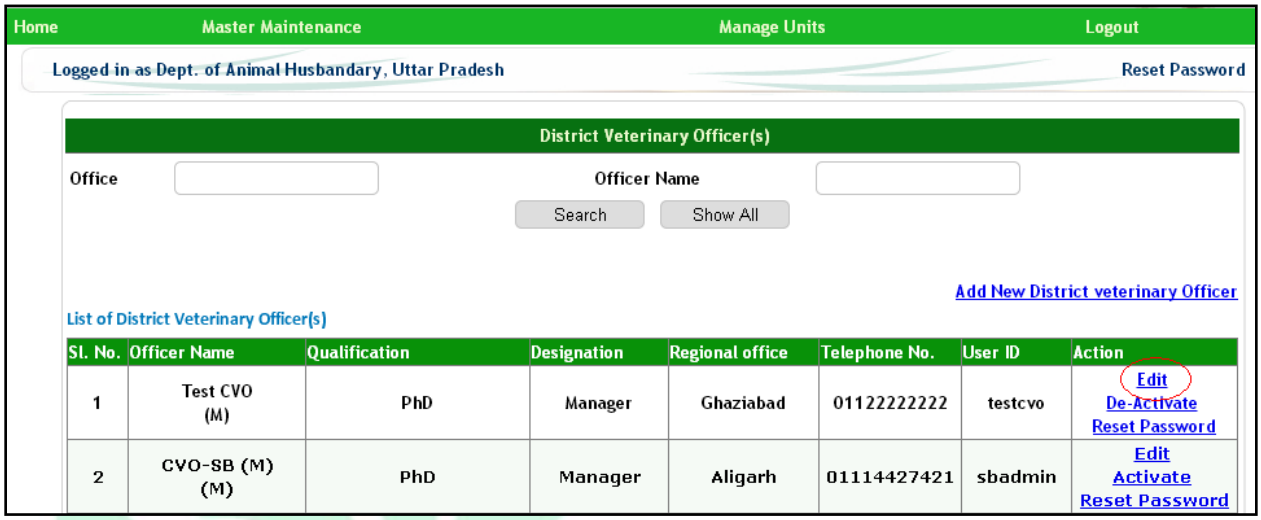


❖ Once clicked on the link it would redirect to the page where the User would have to modify the details and click on 'Submit' and the details would be updated in the system.

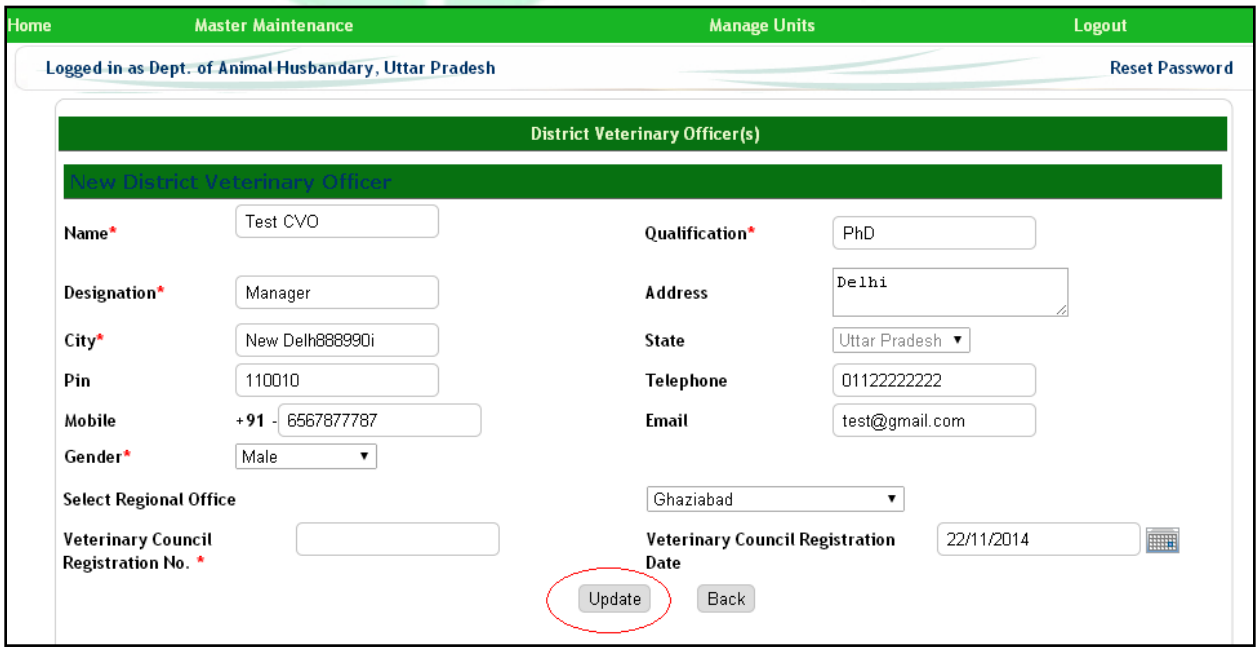


How to Edit Details of District Veterinary Officer?

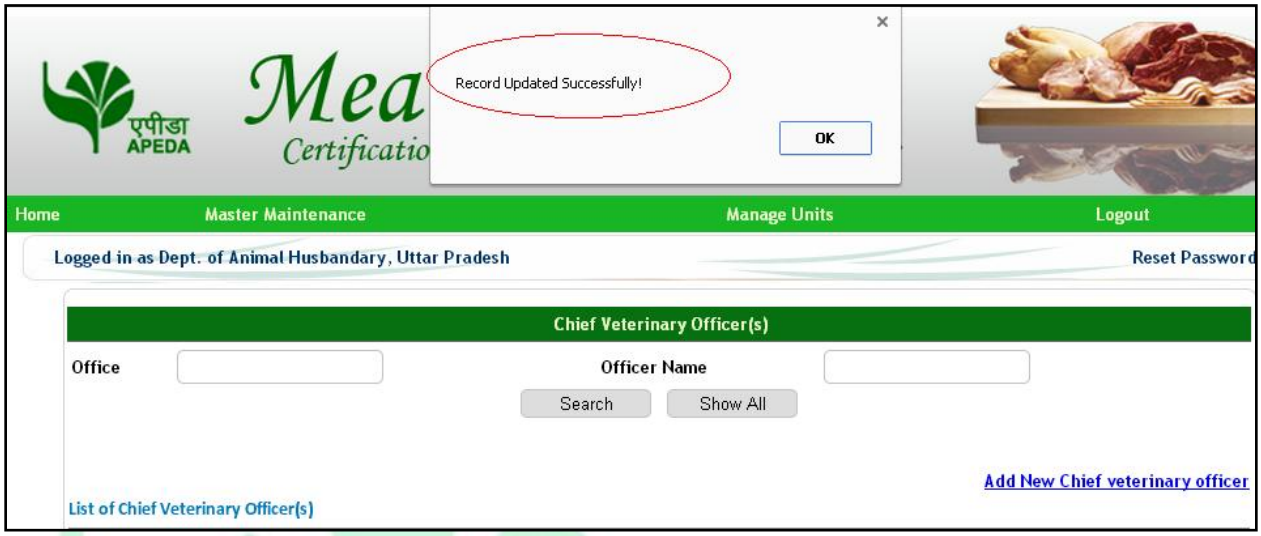
❖ User can edit the details of District Veterinary Officer from the link 'Edit' available against the Officers details as shown in the fig below:-



❖ Once clicked on 'Edit' it would redirect to a page where the User would have to edit the details of the District Veterinary Officer and click on 'Update' as shown in the fig below:-

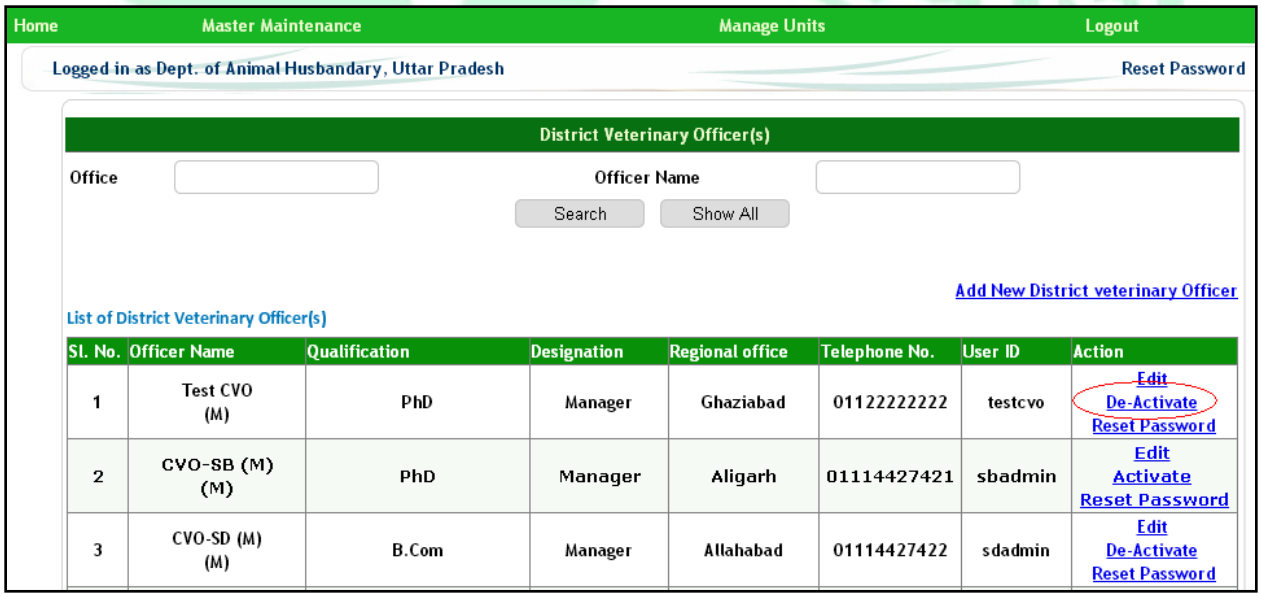


❖ Once clicked on 'Update' the details would be updated against the Officer details and a confirmation message would be displayed as shown in the fig below:-

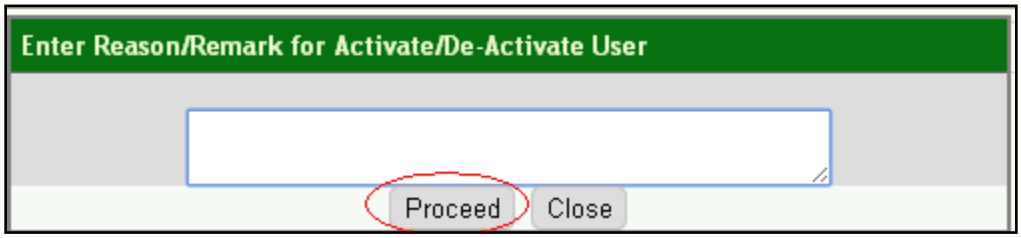


How to De-Activate the account of a District Veterinary Officer?

- User can De-Activate the account of a District Veterinary Officer by clicking on the link 'De-Activate' provided against the Officer details as shown in the fig below:-

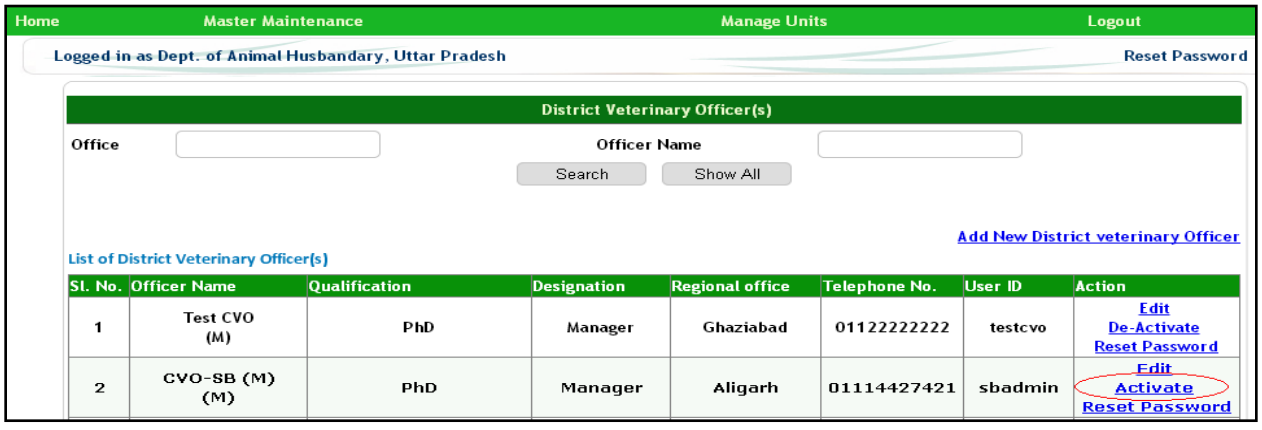


❖ Once clicked on De-Activate a pop-up would display to put remarks and de-activate the account as shown in the fig below:-



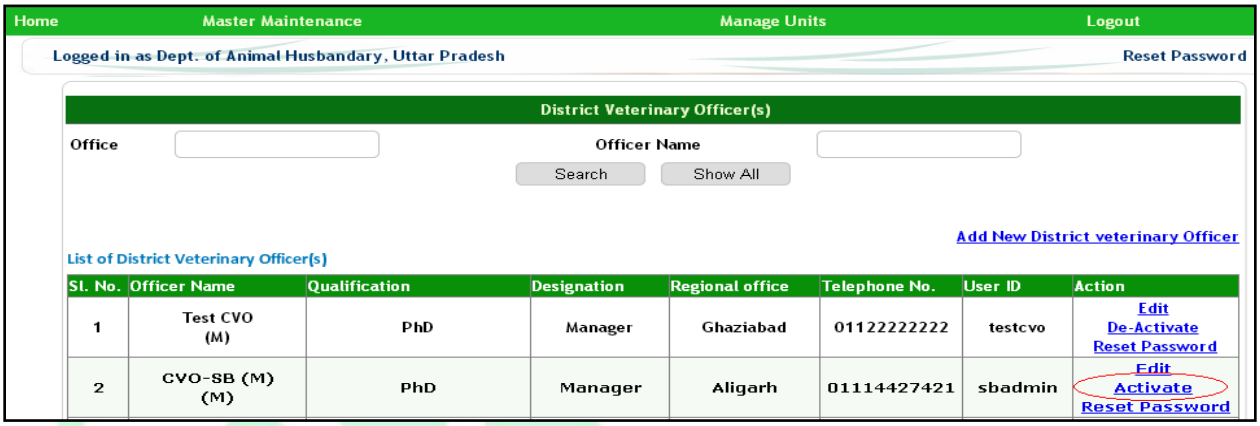
❖ Once clicked on 'Proceed' the User would be de-activated and a confirmation message would be displayed as shown in the fig below:-

❖ The Users that are De-Activated would have an 'Activate' link against the Officer details in order to activate the User if required as sown in the fig below:-

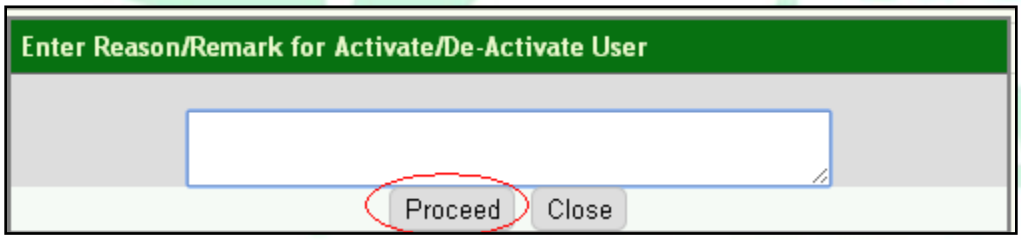


How to Activate a De-Activated District Veterinary Officer's Account?

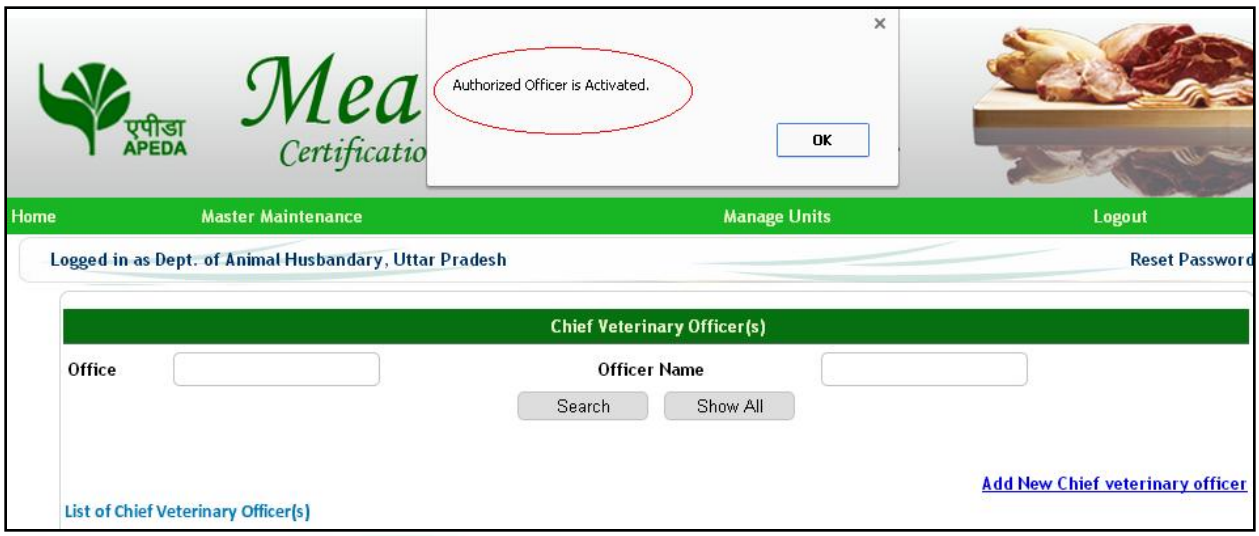
❖ An activate link would be available for the Users that were already De-Activated as shown in the fig below:-



❖ Once clicked on 'Activate' a pop-up would be displayed to put remarks and click on 'Proceed' in order to Activate the User as shown in the fig below:-

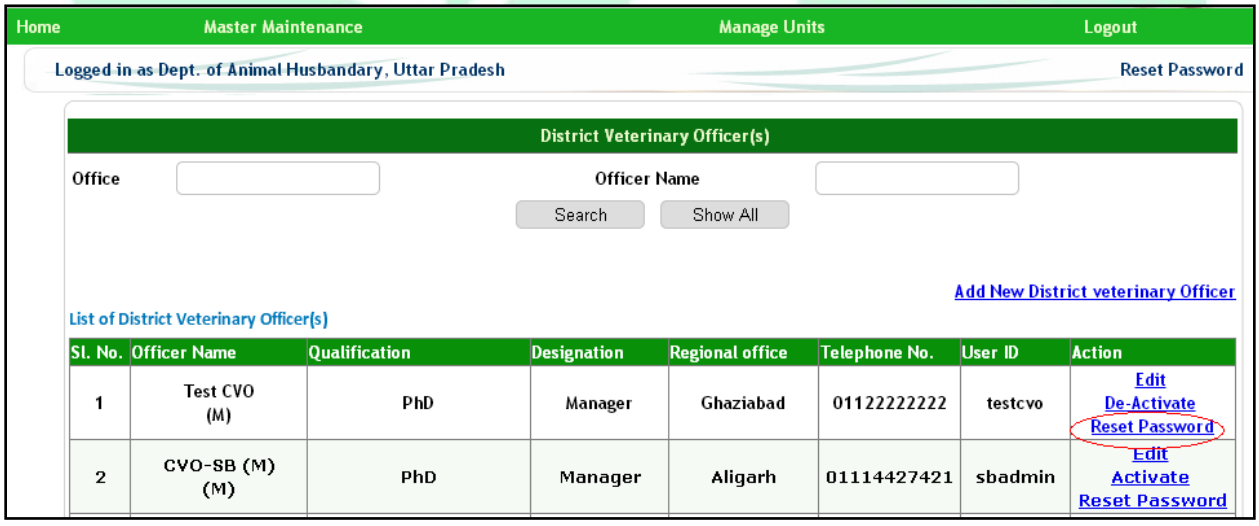


❖ Once clicked on 'Proceed' the User would be activated and a confirmation message would be displayed as shown in the fig below:-

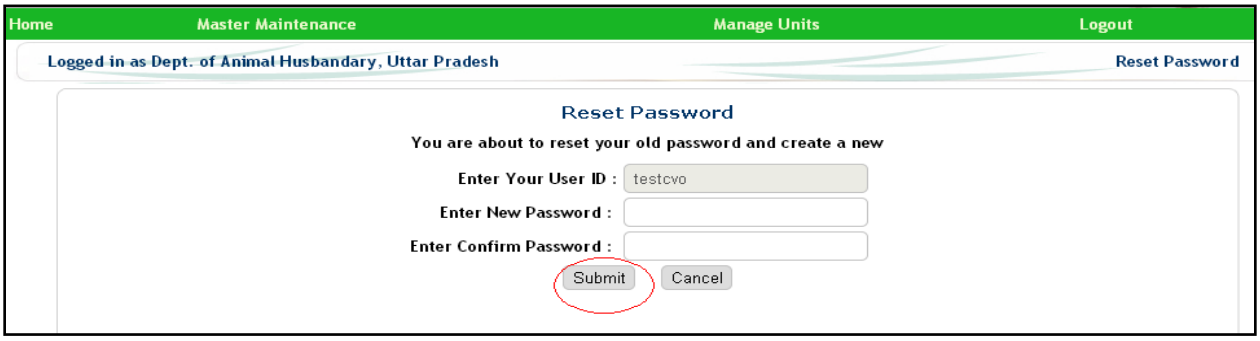


How to Reset Password of a District Veterinary Officer?

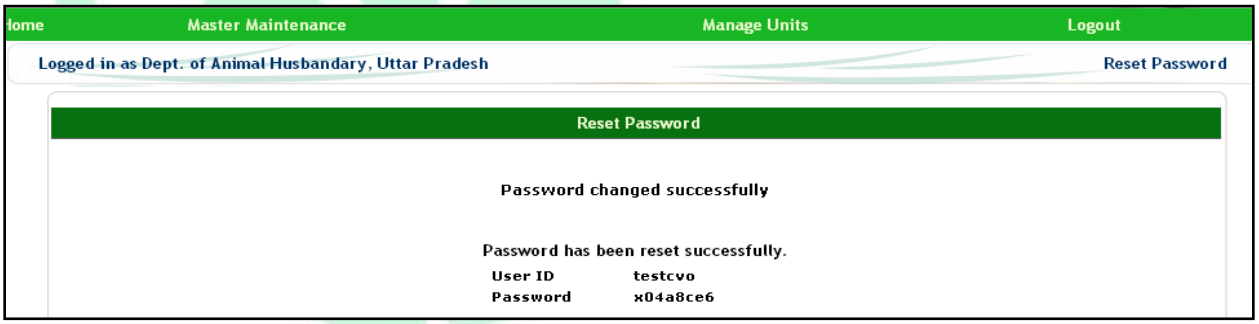
❖ User can reset the password of a District Veterinary Officer by clicking on the link 'Reset Password' as shown in the fig below:-



❖ Once clicked on reset password the application would redirect to a page to reset the password as shown in the fig below:-

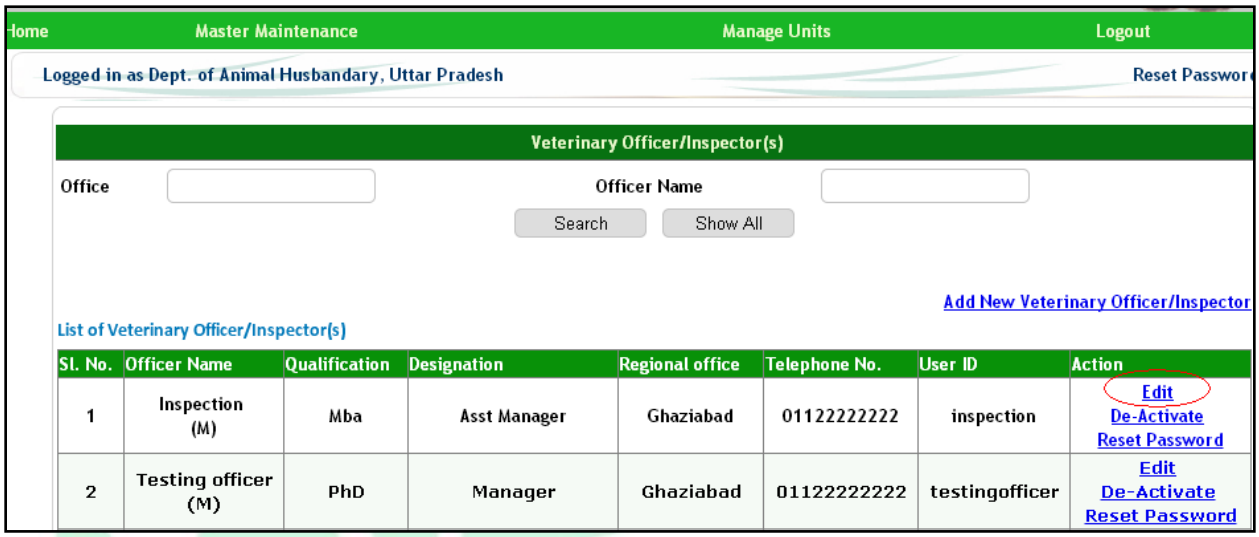


❖ Once the password is reset a confirmation message would be displayed as shown in the fig below:-

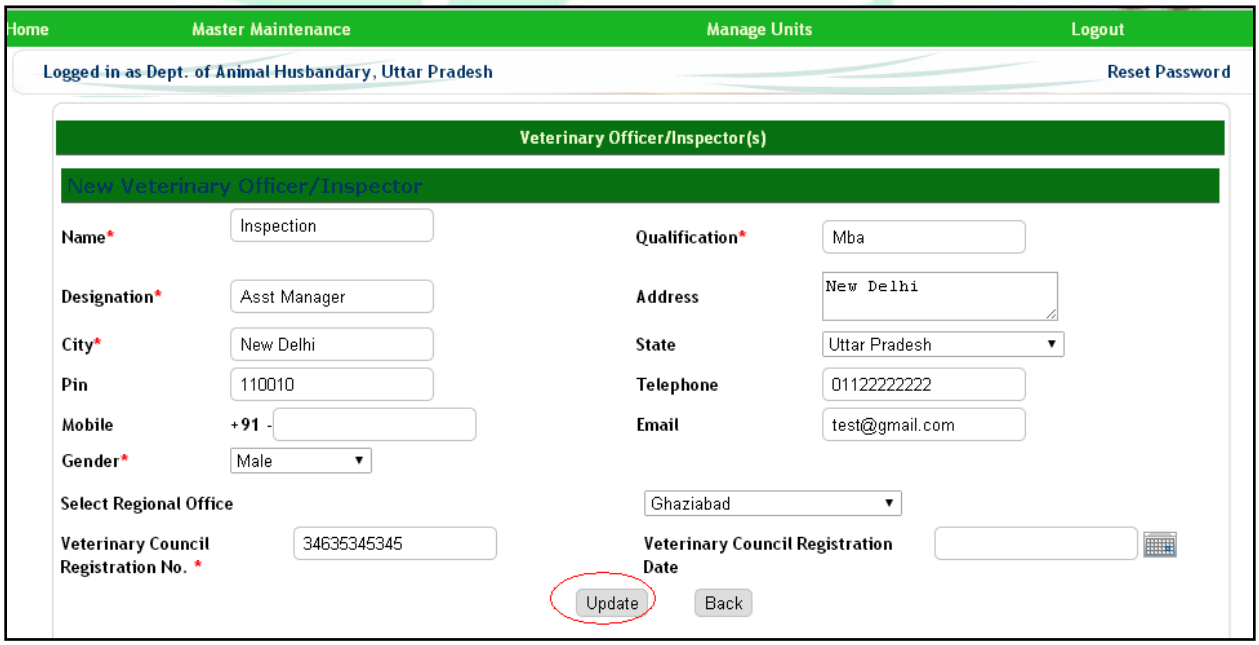


How to edit details of a Veterinary Officer?

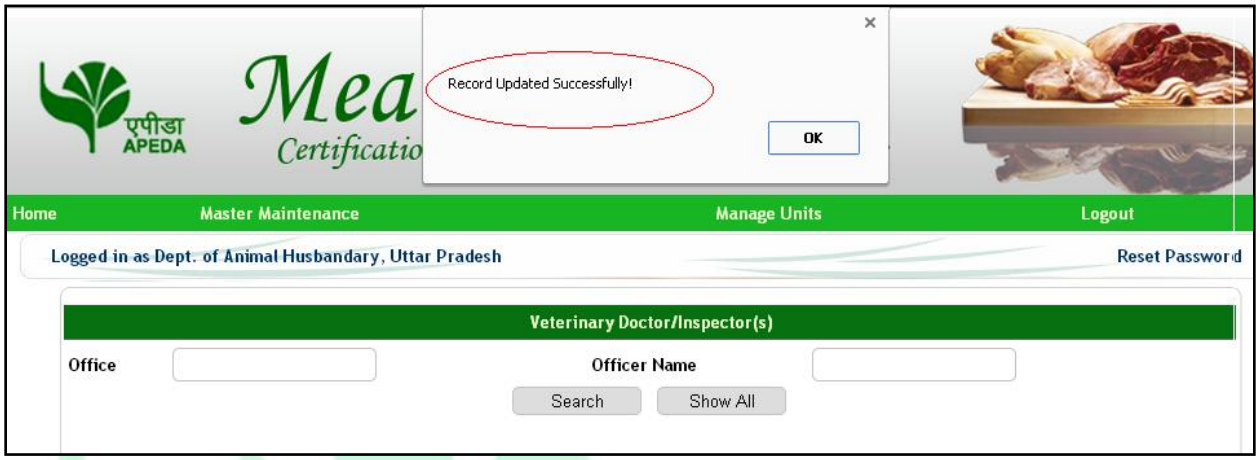
❖ User can Edit the details of an Veterinary Officer by clicking on 'Edit' link as shown below:-



❖ Once clicked on 'Edit' it would re-direct to the page in which the details are to be updated as shown in the fig below:-

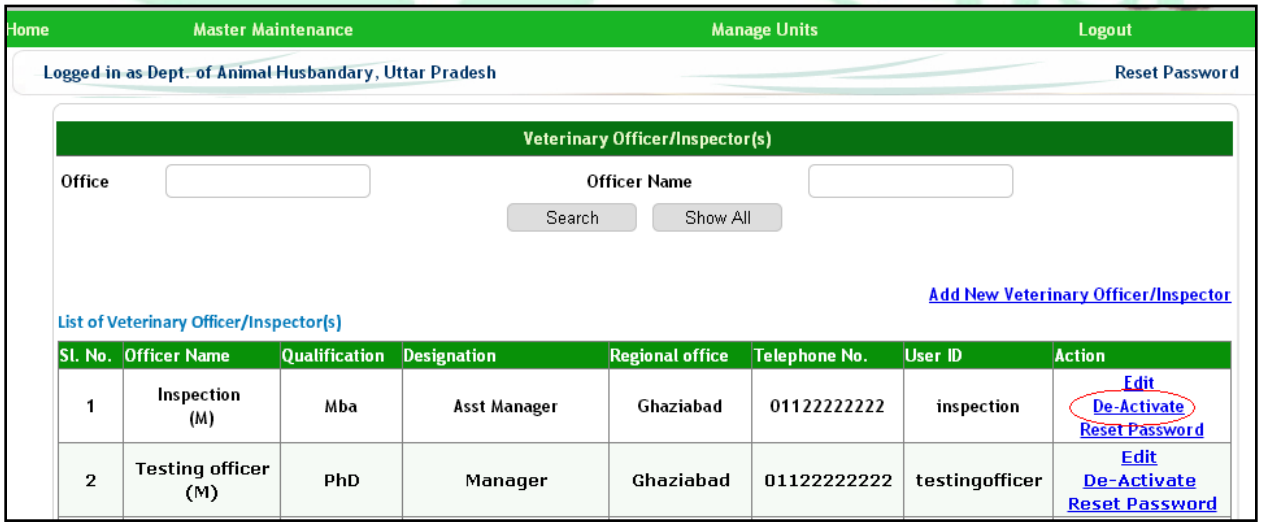


❖ After the required changes are made and clicked on 'Update' the details changed would be updated and a confirmation message would be displayed as shown in the fig below:-

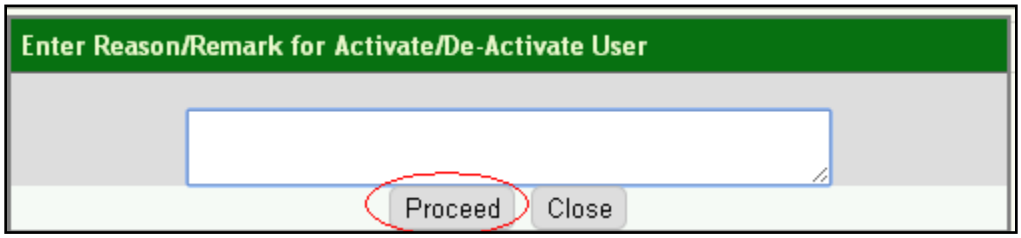


How to De-Activate a Veterinary Officer's Account?

❖ User can De-Activate an Veterinary Officer's account by clicking on the link 'De-Activate' provided against the Establishment details as shown in the fig below:-

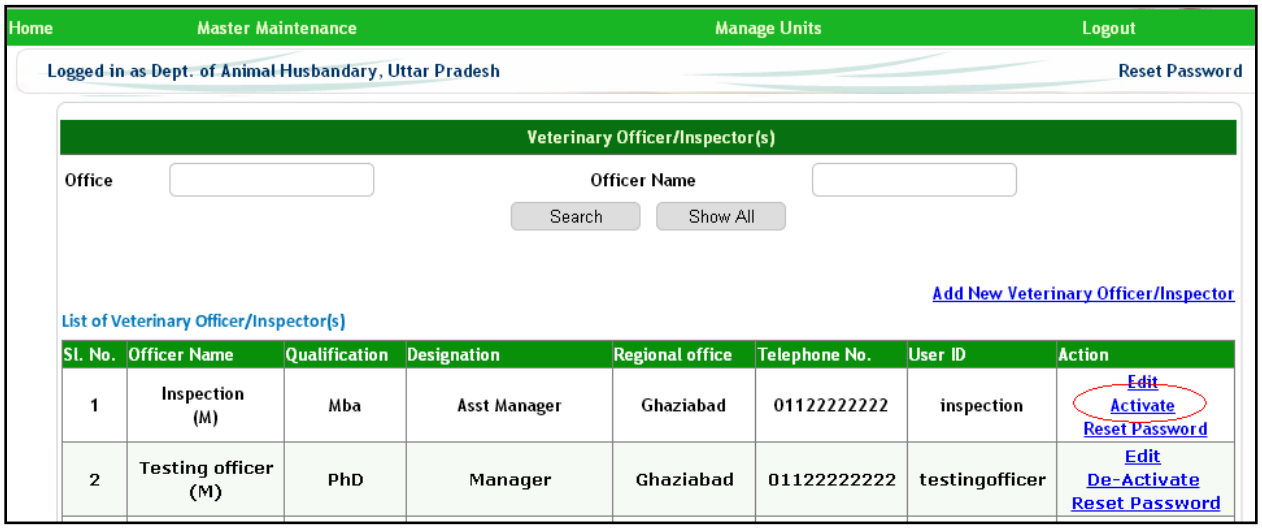


❖ Once clicked on De-Activate a pop-up would display to put remarks and de-activate the account as shown in the fig below:-



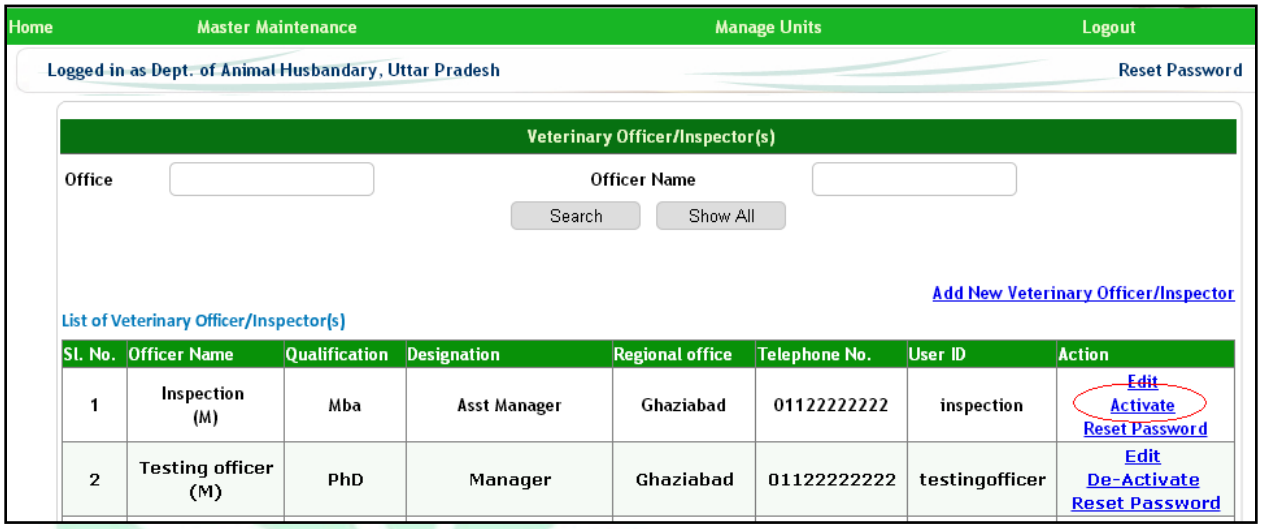
❖ Once clicked on 'Proceed' the account would be de-activated and a confirmation message would be displayed as shown in the fig below:-

❖ The Users that are De-Activated would have an 'Activate' link against the Officer details in order to activate the account if required as sown in the fig below:-

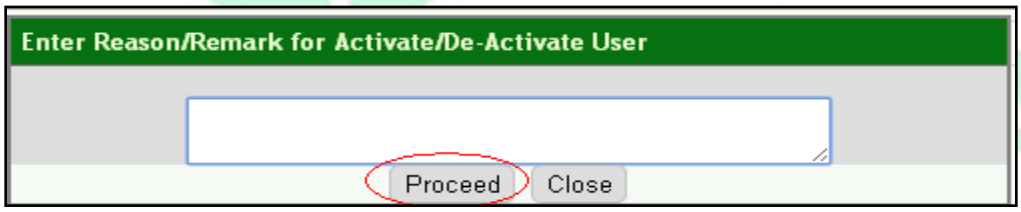


How to Activate a De-Activated Veterinary Officer's Account?

❖ An activate link would be available for the Veterinary Officer's account that were already De-Activated as shown in the fig below:-



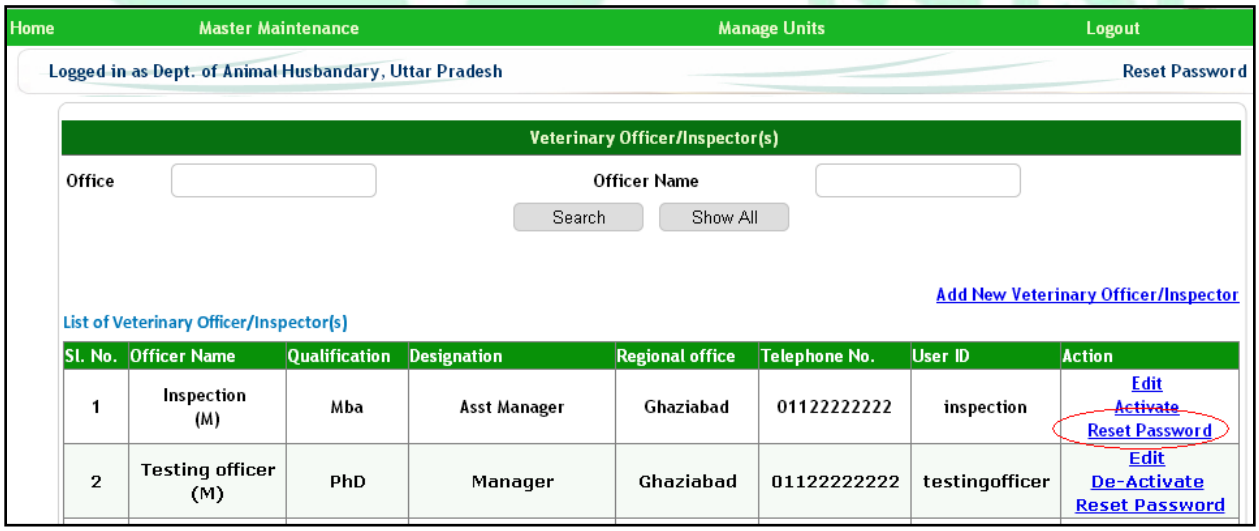
❖ Once clicked on 'Activate' a pop-up would be displayed to put remarks and click on 'Proceed' in order to Activate the officer account as shown in the fig below:-



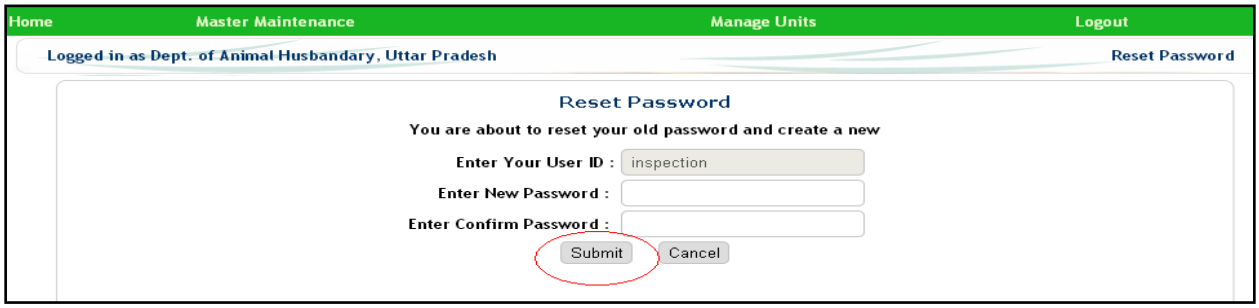
❖ Once clicked on 'Proceed' the account would be activated and a confirmation message would be displayed as shown in the fig below:-

How to Reset Password of a Veterinary Officer?

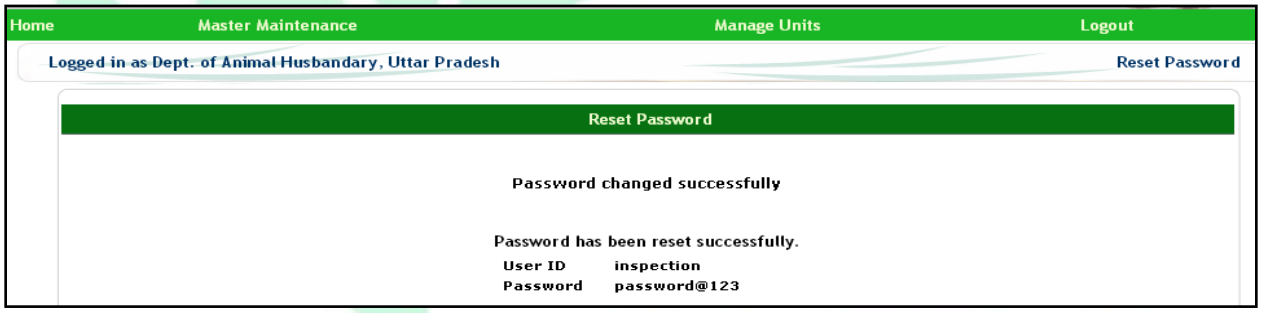
❖ User can reset the password of an Veterinary Officer by clicking on the link 'Reset Password' as shown in the fig below:-



❖ Once clicked on reset password the application would redirect to a page to reset the password as shown in the fig below:-



❖ Once the password is reset a confirmation message would be displayed as shown in the fig below:-

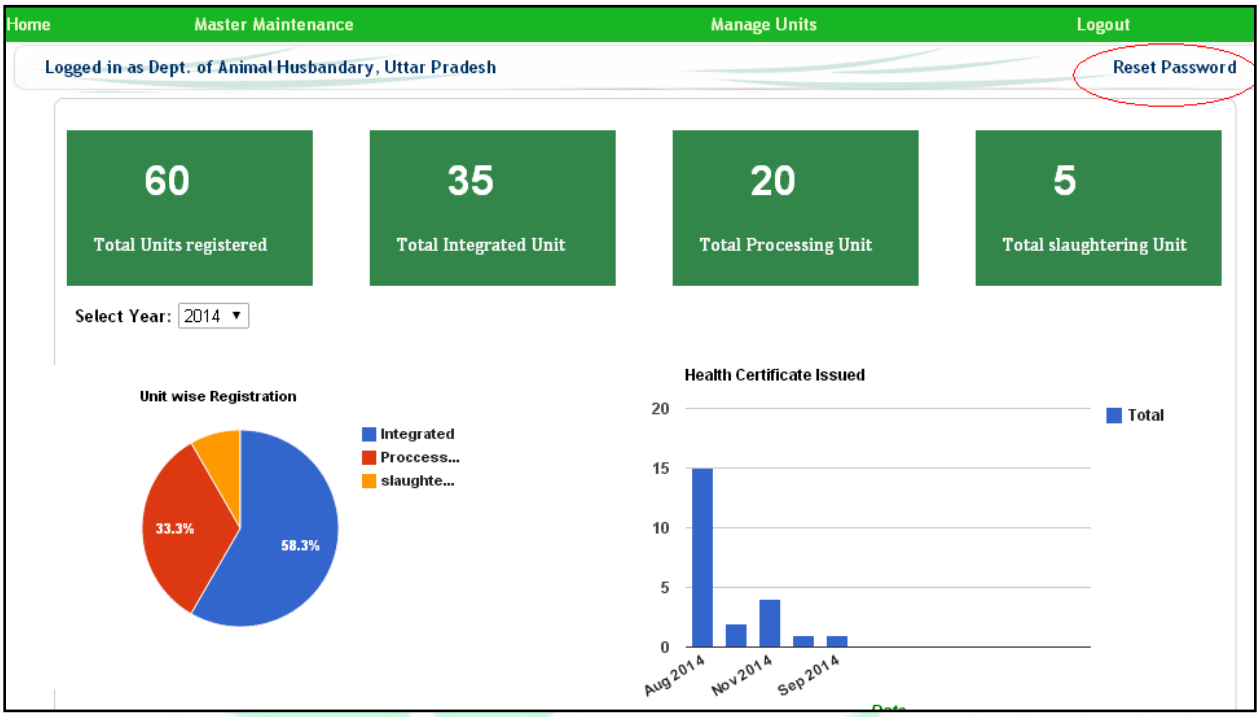


SUPPORT

Reset Password

How to change password?

❖ To reset your Password click on “Reset Password” link (as shown in below fig.).



Where & whom to contact in case of any further information is required?

- In case if any further information is required, the stakeholders can view the contact details by clicking on the link “Contact Us” on the login page, as shown below:-