

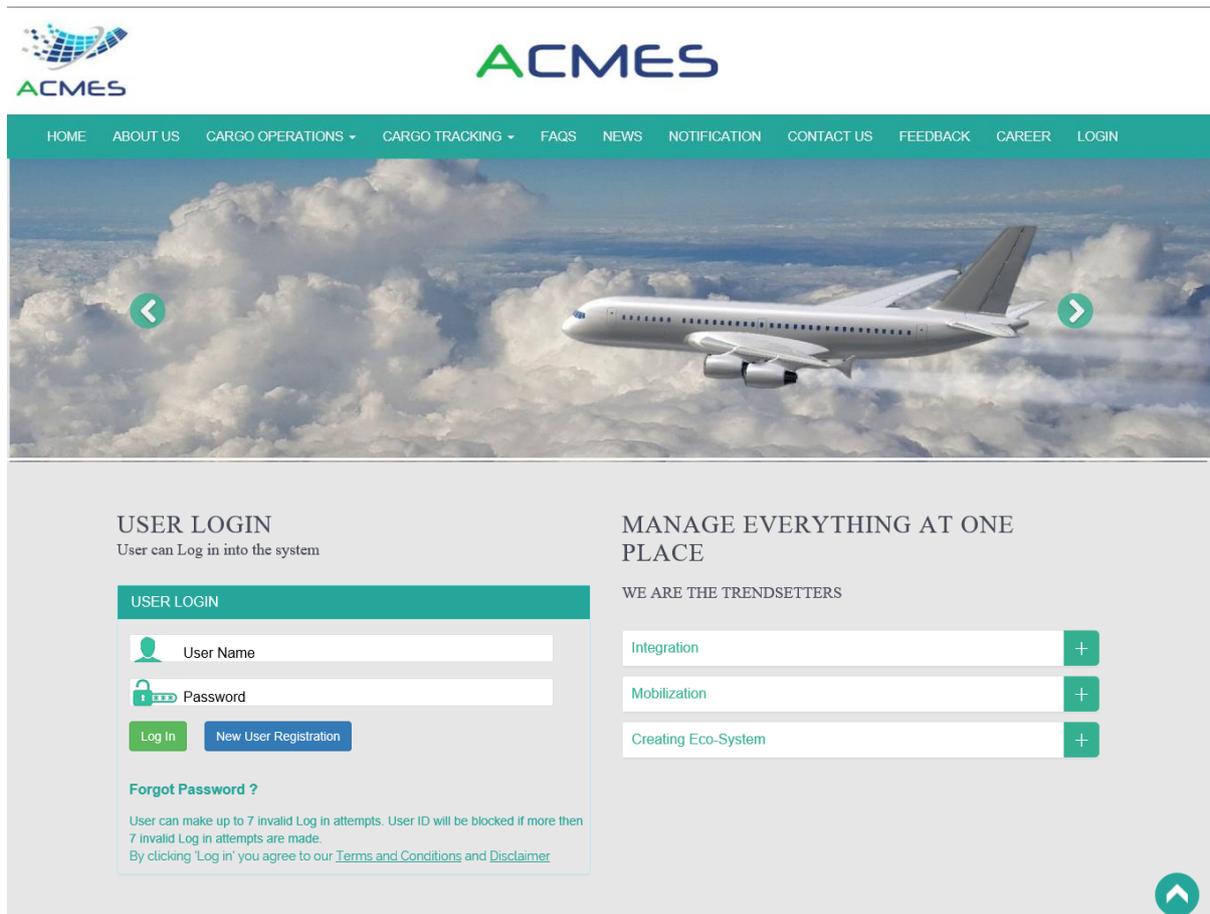
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# USER MANUAL- For Migration

## Log in Page

User will visit the URL ([www.acmes.in](http://www.acmes.in)) and input the existing DIAL system's User ID and Password to migrate their registration with DIAL to the new system.



 **User Name** : This field enables user to input the existing DIAL system user ID.

 **Password** : This field enables user to input the existing DIAL system user ID' password.

 **Log In** : User will click on this action button and the system will redirect user to the migration screen.

## Existing Profile

This screen enables user to view/update the existing details of their organisation in DIAL's system .

**Welcome to ACMES's New Web Portal. Please update your existing profile.**

Userid	<input type="text" value="DEMO"/>	<input type="button" value="Check"/>	Available
New Userid (In Case you want to change)	<input type="text" value="DEMO"/>	<input type="button" value="Check"/>	
Select Organization Type	<input type="checkbox"/> Airline <input checked="" type="checkbox"/> IATA <input type="checkbox"/> CHA <input checked="" type="checkbox"/> Console Agent <input type="checkbox"/> Exporter/Importer Code	<input type="text" value="DEMO"/> <input type="text" value="DEMO"/>	
Organization Name	<input type="text" value="DEMO"/>		
PAN No	<input type="text" value="PAN NO"/>		
Address 1	<input type="text" value="Street Address"/>		
Address 2	<input type="text" value="Street Address"/>		
City	<input type="text" value="City"/>		
Pincode	<input type="text" value="110037"/>		
Contact Name	<input type="text" value="Full Name"/>		
Password	<input type="text" value="Password"/>		
Re-Enter Password	<input type="text" value="Re-Enter Password"/>		

**Primary Contact Details**

Email Address	<input type="text" value="DEMO@DEMO.COM"/>
Phone Number	<input type="text" value="Phone No"/>
Mobile Number	<input type="text" value="Mobile No"/>

**Secondary Contact Details**

Email Address	<input type="text" value="Email Address(Optional)"/>
Phone Number	<input type="text" value="Phone No(Optional)"/>
Mobile Number	<input type="text" value="Mobile No(Optional)"/>

**FF8L8** Enter the code shown:

**User ID:** This field shows the registered user ID of the user which was being used on the previous DIAL system.

**New User ID:** This field enables user to input the new user ID if user wants to update. User can leave this field blank and system will automatically allocate the existing user ID for the new system.

**Select Organisation Type:** This field will be automatically fetched based upon user's registration with DIAL. User can view/update the latest details in the dialog box alongside the organisation type.

**Organisation Name:** This field enables user to input the organisation name.

**Pan No.:** This field enables user to input the pan number.

**Address 1:** This field enables user to input the organisation's address 1.

**Address 2:** This field enables user to input the organisation's address 2.

**City:** This field enables user to input the city name.

**Pin code:** This field enables user to input the city pin code.

**Contact Name:** This field enables user to input the contact person's name.

**Password:** This field enables user to create a new password. The password must be of 8 characters including a combination of 1 Upper case, 1 Lower case, 1 Numeric, 1 Special character.

**[For example: Demo@123]**

**Re-Enter Password:** This field enables user to re-enter the above-mentioned password.

#### **Primary Contact Details**

- **Email Address:** This field enables user to input the email address.
- **Phone No.:** This field enables user to input the phone number.
- **Mobile No.:** This field enables user to input the mobile number.

## Updated Registration Page

This screen will be display once user credentials have been accepted and migrated to the new system([www.acmes.in](http://www.acmes.in)).

User will upon login button to log in into the system.

**Welcome to ACMES. Your profile have been updated successfully. Please [Login](#) to Continue.**

**Registration Details**

Organization Details	
Registration No	111
Login Id	DEMO
Organization Name	DEMO
Organization Address	TEST
Pincode	110037
Contact Name	TEST

Primary Contact Details	
Email Address	DEMO@DEMO.COM
Phone Number	45345345
Mobile Number	3453453453

Secondary Contact Details	
Email Address	Email Address(Optional)
Phone Number	Phone No(Optional)
Mobile Number	Mobile No(Optional)

