

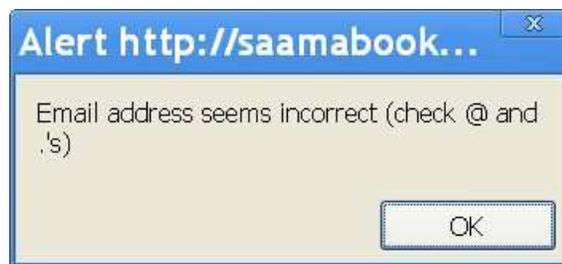
# How To Use SaamaBooks Website

## Creating a New User Account

1. Click on `Register` residing in top-right corner of the website.



2. **User Registration** form will come up.
3. Fill in the details. Fields marked \* are compulsory to fill.
4. If you are provided with a Promotion Code, then provide it at the time of registration by selecting `Got a Promotion Code?` checkbox and entering the code in area provided.
5. The **Code** field ensures that the details are being filled by you and not some spyware computer-generated program. (security check)
6. Click on `I agree to all the Terms & Conditions` and then click on `Register`.
7. If the details are filled properly it will take you to the next page of registration process. Else, the errors will be listed one by one. For example, if you enter wrong email address, following message will be generated:



8. Complete all four pages to complete the registration.

## Logging into SaamaBooks (Existing User)

1. Click `Sign In` residing in top-right corner of the website.



2. This will take you to **Login** form.
3. Enter valid email id and password (registered with SaamaBooks)
4. Click `Login`.

This will take you to your **Personal Profile** page.

Alternatively,

1. On the homepage, enter login details in Login Here and click on GO or press Enter.



A screenshot of a login form. It features a label "Login Here" on the left. To its right are two input fields: the first is labeled "----Email Address----" and the second is a password field with a series of dots. To the right of the password field is a button labeled "GO" with a right-pointing arrow.

## **Browse Books**

There are two ways in which you can browse books:

1. Using the Search functionality
2. Browsing books by category
3. Using “Browse Selection” hyperlink

### **Using the Search Functionality**

1. If you are looking for a book whose author or name is known to you, use the search facility in left side of website.



A screenshot of a search form. It has a text input field labeled "----Keyword----". To its right is the word "In" followed by a dropdown menu labeled "--Category--" with a downward arrow. To the right of the dropdown is a button labeled "GO" with a right-pointing arrow.

2. Enter search words for the book in Keyword textbox.
3. Select Category if it is known (optional).
4. Click on GO to list the search results.

 **Tip:** In case you are not able to find a particular book in a category you selected, try searching it without mentioning the Category.

### **Browsing Books By Category**

1. The left column of the website titled **Books By Category** lists all the major categories for the available books. You can click on any desired category to take a look at the books existing in that category.
2. The **Books** panel will also provide you hyperlinks to sub-categories within that category. Click on any of those links to view books under that sub-category.



## Using “Browse Selection” Hyperlink

1. Click on Browse Selection hyperlink residing near top-right corner of website.



2. This will open the **Browse Selection** area where you have all the categories listed along with there sub-categories, as hyperlinks. Select the desired category or sub-category to view books in that category.



## Placing an Order

1. Login into your account.
2. Browse through the books to select one.
3. Once you decide to issue a book, click on Add to Queue button under that book. The book will be added to your queue.
4. However, they will be dispatched only when you are current .

## Accessing and Managing Your Queue

Once you have signed in, the Register/Sign In button will change to My Book Queue button. Click on it to open your book queue page, as shown below.

**User Queue Book**

Priority	Book Name	Status	Order Date	Remove
1	<a href="#">The eMedna Paradigm</a>	Available	2009-12-19	<a href="#">Remove</a>
2	<a href="#">7 Habits of Highly Effective People</a>	Available	2009-12-20	<a href="#">Remove</a>
3	<a href="#">Got What It Takes</a>	Available	2009-12-20	<a href="#">Remove</a>
4	<a href="#">Owning Up - The 14 Questions Every Board Member Needs to Ask</a>	Available	2009-12-19	<a href="#">Remove</a>
5	<a href="#">Straight from the Gut</a>	Available	2009-12-19	<a href="#">Remove</a>
6	<a href="#">The Broker</a>	Available	2009-12-17	<a href="#">Remove</a>
7	<a href="#">The DNA of Leadership</a>	Available	2009-12-19	<a href="#">Remove</a>

**Thanks for kind interests till now however the books will be issued only when the payment will be credited in our account.**

It will list the books you added to your queue. However, only top priority books (number depending upon your chosen plan) will be delivered to you. Therefore, to change a book's priority, change the **Priority** mentioned in front of it, and click Update Priority button.

To remove a book from the queue, simply click on the Remove hyperlink residing in front of that book. To remove all books from the queue, click Remove All button residing below the book queue table.

## Editing Your Profile Details

1. Login into your profile to open My Personal Page.
2. Click on Edit your details link residing in right column of the details, as shown below.

**My Personal Page**

This section shows the complete details about your profile, books ordered, books in queue and also the total payment made and also the next payment due date.  
If you want change your plan please [Click Here](#)

**Make Your Payment With Credit Card**

My Profile	My Payment Details	Books Details	Change Password																																								
<table border="1"> <thead> <tr> <th>My Profile</th> <th><a href="#">Edit your details</a></th> </tr> </thead> <tbody> <tr><td>First Name</td><td>Nakul</td></tr> <tr><td>Last Name</td><td>Bhardwaj</td></tr> <tr><td>Email</td><td>nakulcoolguy@gmail.com</td></tr> <tr><td>Mobile No</td><td>9873091604</td></tr> <tr><td>Profession</td><td>Computer Programmer</td></tr> <tr><td>Residence Address</td><td>542, ground floor, sector-35, faridabad - 121004</td></tr> <tr><td>Res. Phone No</td><td>1294107462</td></tr> <tr><td>Office Address</td><td>saama infratech - 121003</td></tr> <tr><td>Office Phone No.</td><td>1294107462</td></tr> <tr><td>Payment Status</td><td>Active</td></tr> <tr><td>Plan Name</td><td>Silver</td></tr> <tr><td>Plan Type</td><td>Monthly</td></tr> <tr><td>Plan Duration</td><td>1</td></tr> <tr><td>Total Books</td><td>4 per Month</td></tr> <tr><td>Book At a Time</td><td>2 per Month</td></tr> <tr><td>Registration Fees</td><td>Rs. 199</td></tr> <tr><td>Refundable fees</td><td>Rs. 499</td></tr> <tr><td>Tariff per Month</td><td>Rs. 129</td></tr> <tr><td>Total Amount</td><td>Rs. 129</td></tr> </tbody> </table>		My Profile	<a href="#">Edit your details</a>	First Name	Nakul	Last Name	Bhardwaj	Email	nakulcoolguy@gmail.com	Mobile No	9873091604	Profession	Computer Programmer	Residence Address	542, ground floor, sector-35, faridabad - 121004	Res. Phone No	1294107462	Office Address	saama infratech - 121003	Office Phone No.	1294107462	Payment Status	Active	Plan Name	Silver	Plan Type	Monthly	Plan Duration	1	Total Books	4 per Month	Book At a Time	2 per Month	Registration Fees	Rs. 199	Refundable fees	Rs. 499	Tariff per Month	Rs. 129	Total Amount	Rs. 129		
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Payment Status	Active																																										
Plan Name	Silver																																										
Plan Type	Monthly																																										
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3. This will take you to **Edit Profile** section, where you can modify the details and click **Submit** to update them, as shown below.

**Edit Profile**

This section shows the complete details about your profile, books ordered, books in que and also the total payment made and also the next payment due date.

Edit Profile	
First Name	Nakul
Last Name	Bhardwaj
Email	nakulcoolguy@gmail.com
Mobile No	9873091604
Profession	Computer Programmer
Residence Address	542, ground floor, sector-35, faridabad
PIN Code	121004
Res. Phone No	1294107462
Office Address	saama infratech
Office PIN Code	121003
Office Phone No	1294107462

