

User Manual

Spices Board Virtual Office

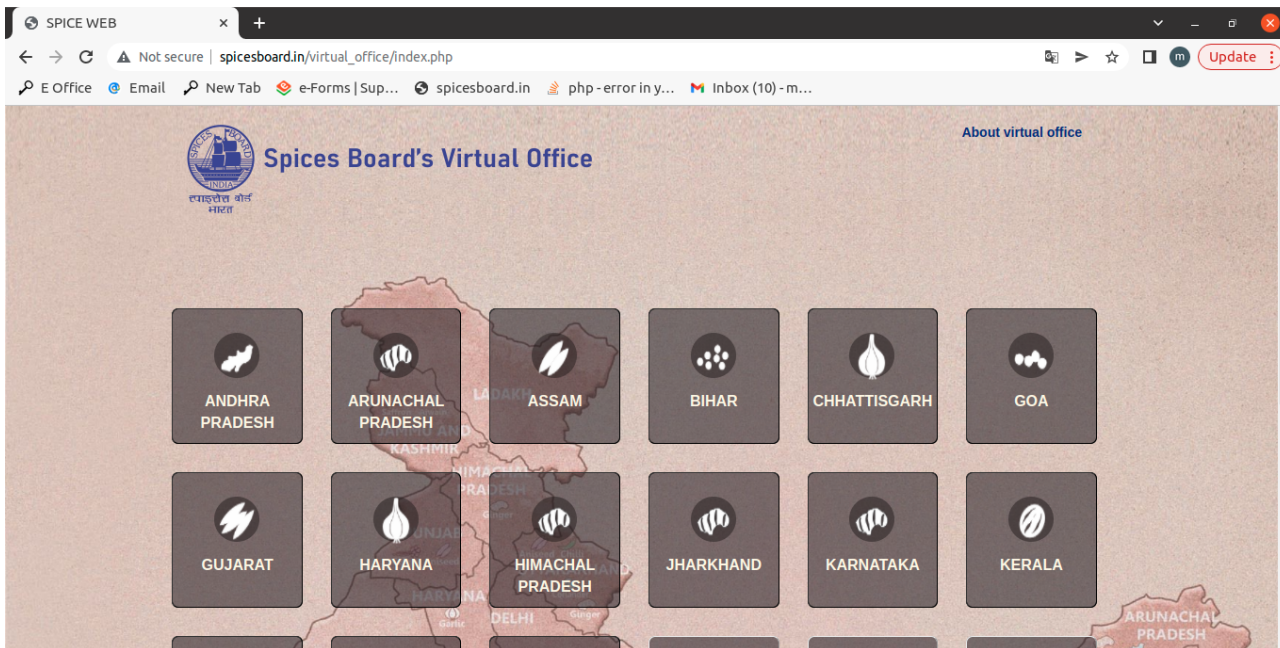


**स्पाइसेस बोर्ड
भारत**

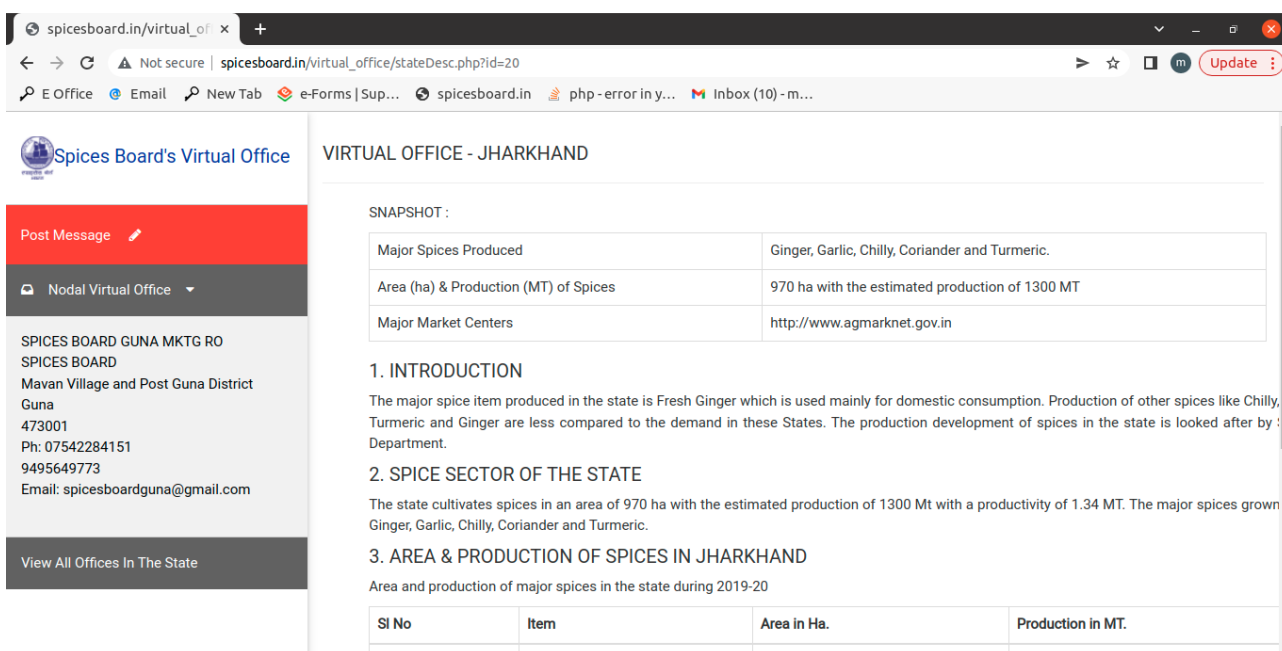
**Ministry of Commerce & Industry, Govt. of India
Sugandha Bhavan
N.H.By Pass, Palarivattom.P.O
Cochin - 682025
Kerala, India**

1. Click on the Spices Board Virtual Office icon in the link: <http://www.indianspices.com> or link: http://spicesboard.in/virtual_office/index.php

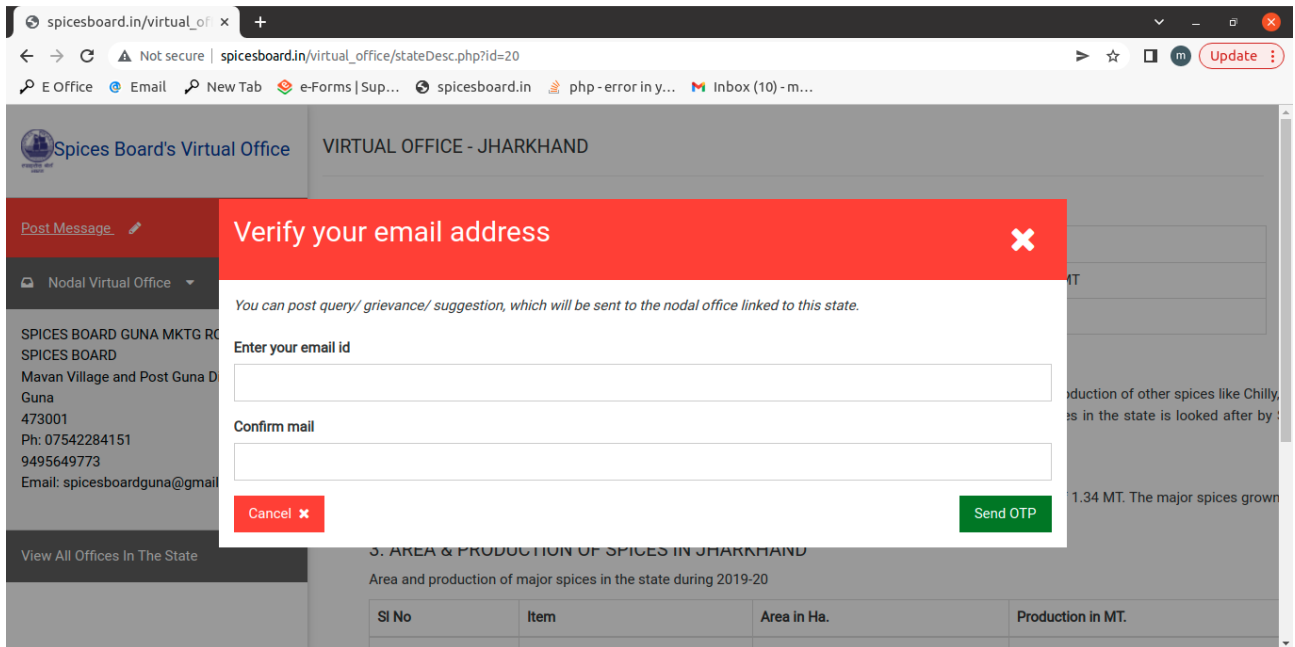
2. Click on the state from the list.



3. Click on the Post Message button.

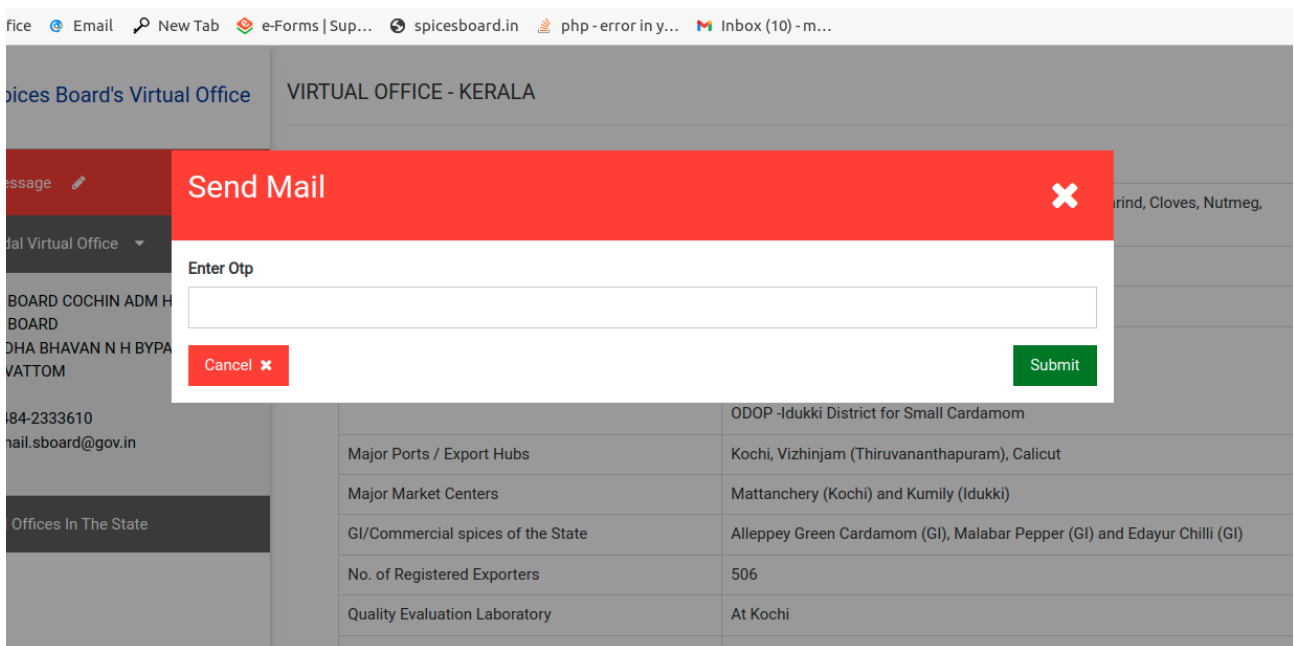


4. Enter user Email address and confirm email then click on 'send OTP' button.

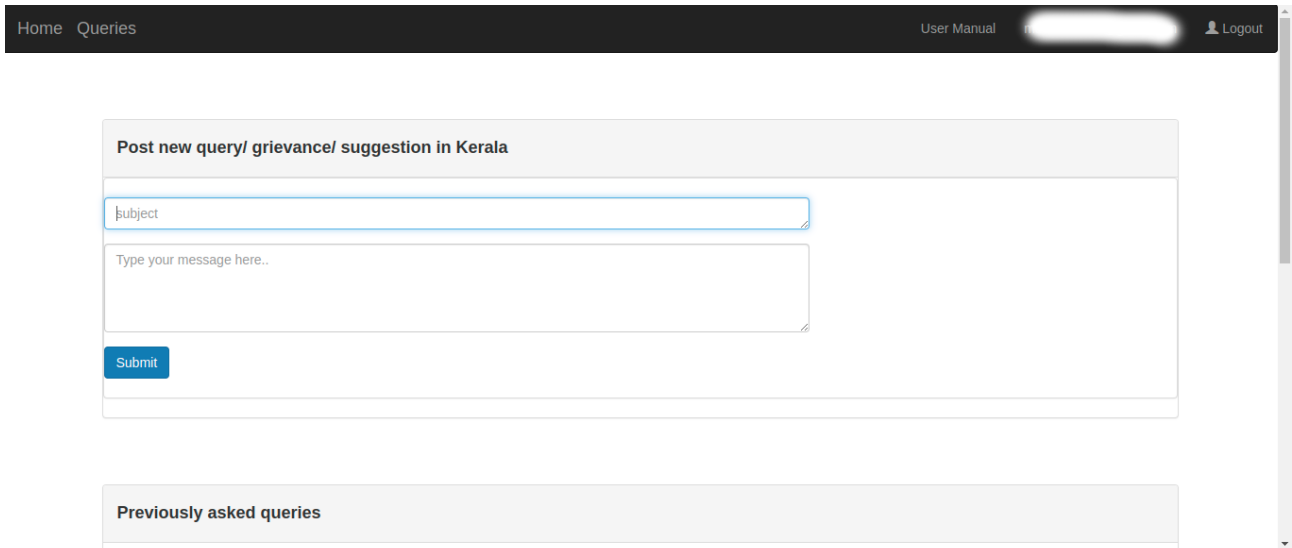


5. An OTP will be sent to the given user email.

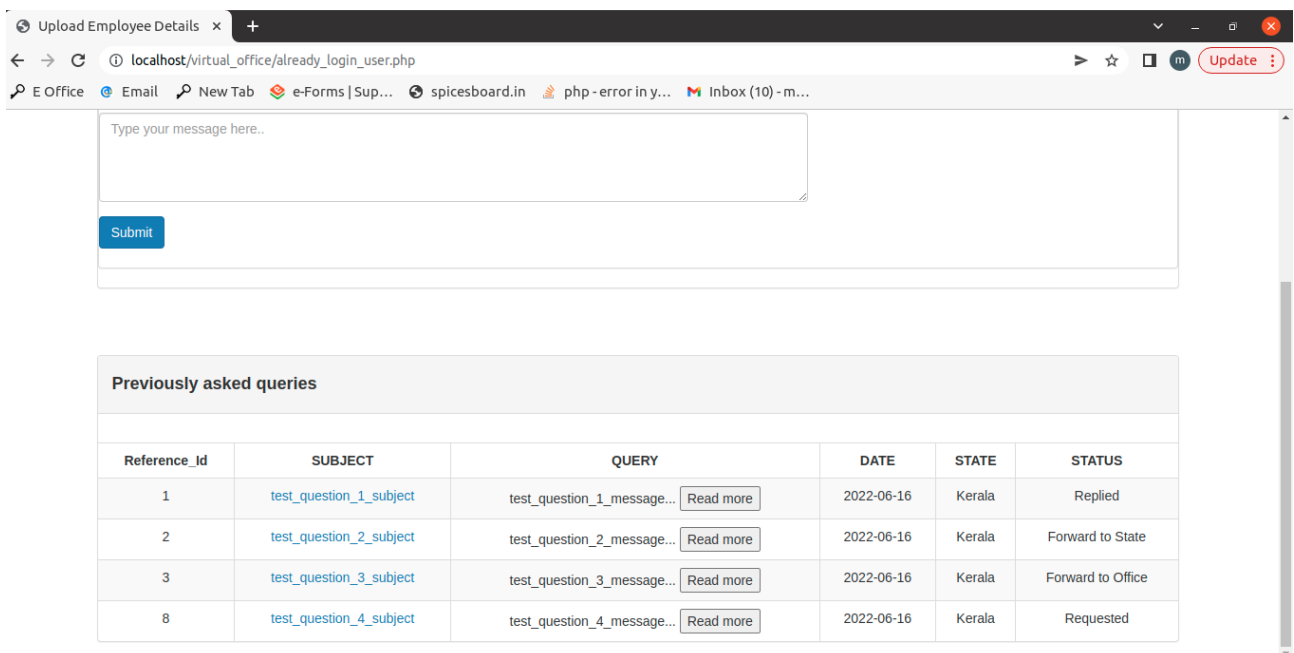
6. Enter the obtained OTP and click the 'submit' button.



7. Now users can give subject and query in subject field and message field respectively, then click on 'submit' button. Now the query is raised.



8. User can also see the previously asked queries in the same window.



9. By clicking the link under the subject tab, users can see their queries and responses to those queries. Users can also raise the next query regarding the same query.

The screenshot shows a web application interface. At the top, there is a dark navigation bar with 'Home' and 'Queries' on the left, and 'User Manual', a search bar, and 'Logout' on the right. Below this is a light gray header area with the title 'Queries and responses in Kerala' and 'Reference Id : 28' on the right. The main content area contains three input fields: the first contains 'buygbugb', the second contains 'ewrfwerf3', and the third is a larger text area with the placeholder 'Type your message here..'. A blue 'Submit' button is located at the bottom center of the form area.

10. By clicking 'Home' in the menu bar, the user can select a new state.