ADMINISTRATION FLOW

1. HOW TO CREATE COURSE

- ➢ Go to administration module
- ➢ Select course sub module and above screen appear
- ➢ Select check boxes for course needed or uncheck

2. HOW TO CREATE DEPARTMENT

- ➢ Go to administration module
- ➢ Select department sub module and above screen appear
- ➢ Select add new department
- ➢ New screen appear enter code, name select head of department and save

3. HOW TO CREATE BRANCHES

- ➢ Go to administration module
- ➢ Select branches sub module and above screen appear
- ➢ Select course new screen appear
- ➢ Select department, branch name, short name

4. HOW TO SET ACADEMIC CALENDER

- ➢ Go to administration module
- ➢ Select academic sub module and above screen appear
- ➢ Select course, semester, new academic calendar
- ➢ enter from date to date select add to list and update

5. HOW TO DIVIDE SECTIONS FOR BRANCHES

- ➢ Go to administration module
- ➢ Select branch section sub module and above screen appear
- ➢ Select course, batch, branch
- ➢ Enter no.of section and update

6. HOW TO ENTER AGENTS

- ➢ Go to administration module
- ➢ Select agents sub module entry and above screen appear
- ➢ Select new agent
- ➢ New screen appear enter code, name, address, contact no1 and save

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7.HOW TO SEE AGENTS LIST

➢ Go to administration module
➢ Select agents sub module list and above screen appear

8.HOW TO SEE AGENTS STUDENTS REPORT

➢ Go to administration module
➢ Select agents sub module agent students and above screen appear
➢ Select course, wise or agent wise
➢ Select batch, course, branch, agent and show report

9.HOW TO TAKE BACKUP

➢ Go to administration module
➢ Select backup sub module and above screen appear
➢ Select backup database File Will Be Downloaded

10.HOW TO CREATE CERTIFICATE

➢ Go to administration module
➢ Select certificates sub module certificates and above screen appear
➢ Select student or staff or both
➢ Select new option new screen appear
➢ Enter certificate and save

11.HOW TO MAP CERTIFICATE FOR COURSE WISE

➢ Go to administration module
➢ Select certificates sub module course certificate and above screen appear
➢ Select course and select certificates and save

12.HOW TO ENTER COLLEGE DETAILS

➢ Go to administration module
➢ Select college details sub module and above screen appear
➢ Select edit option
➢ New screen appear enter details of college

13.HOW TO SEE COMPLAINTS

➢ Go to administration module
➢ Select suggestion/complaints sub module and above screen appear
➢ Select date and show

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14.HOW TO MAINTAIN DAIRY

- ➢ Go to administration module
- ➢ Select dairy sub module and above screen appear
- ➢ Enter date ,go and select add new event

15.HOW TO ENTER FEE TYPES

- ➢ Go to administration module
- ➢ Select fee type sub module entry and above screen appear
- ➢ Select course, batch, year admission type, seat type and show
- ➢ Select new fee type
- ➢ New screen appear select fee type, amount and save

16.HOW TO ENTER COMITTED FEES

- ➢ Go to administration module
- ➢ Select fee types sub module committed fees and above screen appear
- ➢ Select attach file and import

17.HOW TO SET DUE DATE

- ➢ Go to administration module
- ➢ Select fee types sub module due date and above screen appear
- ➢ Select course, batch, year, for academic year and show
- ➢ New screen appear select check boxes fees types
- ➢ Enter date and save

18.HOW TO SET FINE

- ➢ Go to administration module
- ➢ Select fee types sub module set fine and above screen appear
- ➢ Select fee types check boxes
- ➢ Enter no of days ,fine and add

19.HOW TO SET HOILDAYS

- ➢ Go to administration module
- ➢ Select holidays sub module and above screen appear
- ➢ Select holiday
- ➢ New screen appear select date, name of holiday, no of days and save

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20. HOW TO CREATE LECTURE HALLS

- ➤ Go to administration module
- ➤ Select lecture halls sub module and above screen appear
- ➤ Select new
- ➤ New screen appear select course, room no, branch, year, no of benches, no of columns, no of rows and save

21. HOW TO CREATE LOCATIONS

- ➤ Go to administration module
- ➤ Select location sub module and above screen appear
- ➤ Select state new screen appear
- ➤ Enter state and save
- ➤ Same as how we create state

22. HOW TO CREATE BANK NAME

- ➤ Go to administration module
- ➤ Select bank sub module and above screen appear
- ➤ Select new bank and new block appear
- ➤ Enter bank name and save

23. HOW TO ENTER NEWS & EVENTS

- ➤ Go to administration module
- ➤ Select news & event sub module and above screen appear
- ➤ Select add new event
- ➤ New screen appear enter events and save

24. HOW TO RESET STUDENT PASSWORD

- ➤ Go to administration module
- ➤ Select reset student password sub module and above screen appear
- ➤ Enter roll no and show
- ➤ New screen appear with student details and select reset password

25. HOW TO CREATE RESOURCE TYPES

- ➤ Go to administration module
- ➤ Select resource types sub module and above screen appear
- ➤ Select new resource type
- ➤ New block appear enter resource type and save

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26.HOW TO CREATE SEAT TYPES

- ➢ Go to administration module
- ➢ Select seat type sub module and above screen appear
- ➢ Select add seat type
- ➢ New screen appear enter seat type, short name and save

27.HOW TO SET ATTENDANCE ALERT

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select alert
- ➢ Enter attendance alert and save

28.HOW TO CREATE TABLE FOR ATTENDANCE OR MARKS

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select attendance or marks or both
- ➢ Select course, semester, branch and create

29.HOW TO SET ATTENDANCE FINE

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select attendance fine
- ➢ Enter fine amount, due date, late fine and update

30.HOW TO SET RECEIPT NOS

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select admission no & receipt no
- ➢ Enter admission no, receipt no, exam receipt no, current acc.no and save

31.HOW TO SET REGULATION FOR SEMESTER

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select semester & regulation
- ➢ Enter batch, regulation, academic year and update

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32.HOW TO SET ACADEMIC YEAR

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select academic year
- ➢ Enter year and save

33.HOW TO SET EXAM SYSTEM

- ➢ Go to administration module
- ➢ Select settings sub module and above screen appear
- ➢ Select exam system
- ➢ Enter course, batch, regulation, exam system and update

34.HOW TO SEE FACULTY LOGIN TIMES IN ECAP

- ➢ Go to administration module
- ➢ Select staff login times sub module and above screen appear
- ➢ Select date range, department and staff

35.HOW TO SET STAFF WORKING HOURS

- ➢ Go to administration module
- ➢ Select staff working hours sub module and above screen appear
- ➢ Select set new timings
- ➢ New screen appear select shift, on duty time, of duty time
- ➢ Enter late error allowance
- ➢ Select days

36.HOW TO SET STUDENTS LINKS

- ➢ Go to administration module
- ➢ Select student links sub module and above screen appear
- ➢ Select check boxes and submit

37.HOW TO ENTER SUBJECTS IN ONLINE

- ➢ Go to administration module
- ➢ Select subjects sub module online and above screen appear
- ➢ Select course, semester, branch, regulation and show
- ➢ New option appear new subject
- ➢ Enter code, subject name, short name, credits, subject type, no of session and save

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38. HOW TO ENTER SUBJECTS IN OFFLINE

- ➢ Go to administration module
- ➢ Select subjects sub module offline and above screen appear
- ➢ Select course, regulation And Attach the file
- ➢ Enter sheet name and import

39. HOW TO CREATE USER LEVELS

- ➢ Go to administration module
- ➢ Select user level sub module and above screen appear
- ➢ Select user level, module
- ➢ New screen appear with module sub links
- ➢ Select check boxes and save

40. HOW TO CREATE USERS LOIN ID'S

- ➢ Go to administration module
- ➢ Select users sub module and above screen appear
- ➢ Select teaching or non-teaching
- ➢ Select department or search by name
- ➢ Select edit option for faculty level change
- ➢ Enter password and save

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ADMISSION FLOW

1.HOW TO IMPORT STUDENTS IN ONLINE

- ➢ go to admission module
- ➢ select admission sub module online and above screen appear
- ➢ enter roll no, student type, student name, course, semester, seat type, branch, scholarship status and save

2.HOW TO IMPORT STUDENTS IN OFFLINE

- ➢ go to admission module
- ➢ select admission sub module offline and above screen appear
- ➢ select course, semester, branch, batch, student type
- ➢ Attach file enter sheet name and import

3.HOW TO ENTER CERTIFICATES

- ➢ Go to admission module
- ➢ Select checklist sub module entry and above screen appear
- ➢ Enter roll no and show
- ➢ Select certificate check box
- ➢ Enter date, hall ticket no
- ➢ Select copy original or Xerox or scan and then click save

4.HOW TO CHECK WHO SUBITTED CERTIFICATES

- ➢ Go to admission module
- ➢ Select checklist sub module report and above screen appear
- ➢ Select course, batch, branch and show

5.HOW TO UPLOAD CERTIFICATES

- ➢ Go to admission module
- ➢ Select checklist sub module upload and above screen appear
- ➢ Enter roll no and submit
- ➢ New screen appear with certificates select checkboxes and click on attach to upload certificates

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6.HOW TO DIVIDE SECTION FOR STUDENT

- ➢ Go to admission module
- ➢ Select section sub module and above screen appear
- ➢ Select course ,branch, semester and show
- ➢ New screen appear with student list
- ➢ Select students and click on forward option and select section and save

7.HOW TO DETAINED STUDENTS

- ➢ Go to admission module
- ➢ Select detained students sub module entry and above screen appear
- ➢ Enter roll no select attendance or credits and add
- ➢ select roll no and submit

8.HOW TO REJOIN STUDENTS

- ➢ Go to admission module
- ➢ Select detained students sub module rejoin and above screen appear
- ➢ Select course
- ➢ Select students check box and semester enter Date Of Rejoin and save

9.HOW TO SEE DETAINED STUDENTS

- ➢ Go to admission module
- ➢ Select detained students sub module report(detained) and above screen appear
- ➢ Select course, batch, branch, semester, detained by and show

10.HOW TO SEE REJOIN STUDENTS

- ➢ Go to admission module
- ➢ Select detained students sub module report(rejoin) and above screen appear

11.HOW TO EDIT STUDENTS

- ➢ Go to admission module
- ➢ Select admission sub module edit and above screen appear
- ➢ Enter roll no and show
- ➢ Enter full name, seat type, branch, semester, date of admission, seat type, scholarship status and save

12.HOW TO SEE STUDENTS REPORT

- ➢ Go to admission module
- ➢ Select admission sub module report and above screen appear

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➢ Enter roll no and submit
➢ New screen appear with student details

13.HOW TO UPDATE STUDENT LIST

➢ Go to admission module
➢ Select admission sub module update status and above screen appear
➢ Select course, semester, branch, and show
➢ Select students check boxes and update

14.HOW TO GENERATE ID CARDS

➢ Go to admission module
➢ Select generate id card sub module and above screen appear
➢ Select student or faculty
➢ Select all or individual
➢ Select college, hostel, transport
➢ Select course, branch, semester

15.HOW TO SEE LOCATION REPORT

➢ Go to admission module
➢ Select location report sub module and above screen appear
➢ Select state, district, mandal, village, course, batch and show

16.HOW TO REJOIN STUDENTS

➢ Go to admission module
➢ Select rejoin sub module and above screen appear
➢ Enter roll no and add
➢ Select roll no, enter date and submit

17.HOW TO TRANSFER STUDENTS

➢ Go to admission module
➢ Select transfer sub module entry and above screen appear
➢ Enter roll no, transfer date select transfer or discontinued enter remarks and submit

18.HOW TO SEE TRANSFER REPORT

➢ Go to admission module
➢ Select transfer sub module report and above screen appear
➢ Select all or transfer or discontinued and show

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19.HOW TO SEE REPORT

- ➢ Go to admission module
- ➢ Select report sub module and above screen appear
- ➢ Select course, category, branch, seat type

20.HOW TO SEE SCHOLARSHIP STUDENTS

- ➢ Go to admission module
- ➢ Select scholarship students sub module and above screen appear
- ➢ Select course, semester, branch, category and show

21.HOW TO SEE ADMISSIONS REGISTER

- ➢ Go to admission module
- ➢ Select admission register sub module and above screen appear
- ➢ Select year, course, department and show

22.HOW TO CREATE CASTE

- ➢ Go to admission module
- ➢ Select caste sub module and above screen appear
- ➢ Select category new or delete
- ➢ Enter caste and save

23.HOW TO SEE COLLEGE STRENGTH

- ➢ Go to academics module
- ➢ Select college strength sub module and above screen appear
- ➢ Select all or caste category or seat type wise

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FINANCE FLOW

1.HOW TO ENTER BANK DETAILS

- ➢ Go to accounts module
- ➢ Select new bank accounts sub module and above screen appear
- ➢ Select new account option
- ➢ New screen appear select bank, enter acc no, account holder, branch, city opening balance, date and save

2.HOW TO CREATE HEADS

- ➢ Go to accounts module
- ➢ Select heads sub module entry and above screen appear
- ➢ Select add new
- ➢ New screen appear enter name, select type, acc no and save

3.HOW TO SET RECEIPT NO

- ➢ Go to accounts module
- ➢ Select heads sub module receipt no and above screen appear
- ➢ Select group, enter prefix, receipt no
- ➢ Select revenue heads

4.HOW TO DEPOSIT CASH TO BANK

- ➢ Go to accounts module
- ➢ Select deposit sub module cash and above screen appear
- ➢ Select new transaction
- ➢ New screen appear select date, account, amount and narration and save

5.HOW TO DEPOSIT DD/CHEQUE TO BANK

- ➢ go to accounts module
- ➢ Select deposit sub module dd / cheque and above screen appear
- ➢ Select date, account no
- ➢ New screen appear select receipt no and depot

6.HOW TO WITHDRAWAL CASH

- ➢ Go to accounts module
- ➢ Select cash withdrawal sub module and above screen appear
- ➢ Select new transaction
- ➢ New screen appear select date, account, amount, narration and save

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7.HOW TO ENTER CASH ON HAND

➢ Go to account module
➢ Select cash on hand sub module and above screen appear
➢ Enter amount and select date and save

8.HOW TO SEE BANK TRANS REPORT

➢ Go to accounts module
➢ Select bank trans report sub module and above screen appear
➢ Select acc no, date , range and show transaction

9.HOW TO ENTER EXPENDITURE

➢ Go to accounts module
➢ Select expenditure sub module and above screen appear
➢ Select expenditure head
➢ Enter paid to, amount, date, narration, payment method and save

10.HOW TO SEE EXPENDITURE REPORT

➢ Go to accounts module
➢ Select expenditure report sub module and above screen appear
➢ Select date range, head and show report

11.HOW TO GENERATE RECEIPTS

➢ Go to accounts module
➢ Select receipts sub module and above screen appear
➢ Enter roll no, date select fee types, amount and save

12.HOW TO GENERATE ATTENDANCE FINE

➢ Go to accounts module
➢ Select attendance fine sub module absentees and above screen appear
➢ Select course, semester, branch, month/ year and show
➢ Enter amount and save

13.HOW TO SEE ATTENDANCE REPORT

➢ Go to accounts module
➢ Select attendance fine sub module report and above screen appear
➢ Select date and show

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14.HOW TO GENERATE RECEIPT FOR ATTENDANCE FINE

- ➢ Go to account module
- ➢ Select attendance fine sub module receipt and above screen appear
- ➢ Enter roll no and show

15.HOW TO SEE DAY BOOK REPORT

- ➢ Go to accounts module
- ➢ Select day book sub module and above screen appear
- ➢ Select date range and show day book

16.HOW TO SEE PROFIT OR LOSS

- ➢ Go to accounts module
- ➢ Select profit/loss sub module and above screen appear
- ➢ Select date range, head and show

17.HOW TO SEE DETAILED RECEIPT REPORT

- ➢ Go to accounts module
- ➢ Select receipts sub module detailed and above screen appear
- ➢ Select date range, course, head and show

18.HOW TO SEE TOTAL RECEIPT

- ➢ Go to accounts module
- ➢ Select receipts sub module total and above screen appear
- ➢ Select receipt wise or fee type wise
- ➢ Select date and show

19.HOW TO SEE TRANSACTIONS

- ➢ Go to accounts module
- ➢ Select transaction sub module and above screen appear
- ➢ Select date range, roll no or receipt no and show

20.HOW TO SEE TRANSACTION HISTORY TRACKING

- ➢ Go to accounts module
- ➢ Select transaction history tracking sub module and above screen appear
- ➢ Select receipts or payments
- ➢ Select all or by employee
- ➢ Select date range and show

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EXAMINATIONS FLOW

1. HOW TO CREATE EXAM NAMES

- ➢ Go to examinations module
- ➢ Select exam names sub module and above screen appear
- ➢ Select new exam type
- ➢ select new exam type option to create exam type

2. HOW TO SET EXAM TYPES

- ➢ Go to examination module
- ➢ Select internal sub module exam types and above screen appear
- ➢ Select course, semester, max marks and save
- ➢ Select semester and select max marks exam type
- ➢ Enter max marks for theory , lab, pass, sequence

3. HOW TO SET MAX MARKS FOR PARTICULAR SUBJECT

- ➢ Go to examinations module
- ➢ Select internal sub module max marks ad above screen appear
- ➢ Select semester, branch and show subjects
- ➢ enter marks for particular subject and save

4. HOW TO SET INTERNAL CALICULATION AVG/BEST

- ➢ Go to library module
- ➢ Select internal sub module set average/best and above screen appear
- ➢ Select course, semester and save
- ➢ Select semester
- ➢ Select subject type, average/best

5. HOW TO DOWNLOAD INTERNAL QUESTION PAPER

- ➢ Go to examination module
- ➢ Select exam paper sub module and above screen paper
- ➢ Select course, semester, branch, subject and exam
- ➢ Select download or cancel
- ➢ Download question paper

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6. HOW TO POST INTERNAL EXAM ATTENDANCE

- ➢ Go to examination module
- ➢ Select internal sub module attendance and above screen appear
- ➢ Select course, semester, branch, exam, subject and submit
- ➢ New screen appear with students select check who absent for exam and save

7. HOW TO ENTER INTERNAL MARKS

- ➢ Go to examination module
- ➢ Select internal sub module marks entry and above screen appear
- ➢ Select course, semester, branch, exam and go
- ➢ New screen appear with students and subject
- ➢ Enter marks for particular student and subject

8. HOW TO SEE INTERNAL MARKS ANALYSIS

- ➢ Go to examination module
- ➢ Select internal sub module analysis and above screen appear
- ➢ Select course, semester, branch, exam and show
- ➢ New screen appear with percentage and numbers
- ➢ Select number new screen appear with roll no and click on plus symbol you can see subject marks scored

9. HOW TO SEE INTERNAL MARKS REPORT

- ➢ Go to examination module
- ➢ Select internal sub module reports and above screen appear
- ➢ Select course, semester, branch, semester exams and show
- ➢ New screen appear with student internal marks

10. HOW TO SET MONTH & YEAR FOR EXTERNAL EXAMS

- ➢ Go to examination module
- ➢ Select exams sub module set month/year and above screen appear
- ➢ Select course, semester, exam type and save
- ➢ Select semester check box on the left select exam type, month year and save

11. HOW TO SET FEE FOR REGULAR OR SUPPLY

- ➢ Go to examination module
- ➢ Select exams sub module exam fee and above screen appear
- ➢ Select course, semester, branch and save
- ➢ New screen appear enter amount for regular or supply and save

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12. HOW TO SET DUE DATE AND FINES

- ➢ Go to examination module
- ➢ Select exams sub module due date and above screen appear
- ➢ select due date and fine date & amount and click add

13. HOW TO DO REGISTRATION FOR EXTERNAL EXAMS IN ONLINE

- ➢ Go to examination module
- ➢ Select registration sub module online and above screen appear
- ➢ Select course, semester, branch, date and save
- ➢ New screen appear with students check and save

14. HOW TO DO REGISTRATION FOR EXTERNAL EXAMS IN OFFLINE

- ➢ Go to examination module
- ➢ Select registration offline sub module and above screen appear
- ➢ Select choose file, sheet name and import
- ➢ Download sample sheet according to sample sheet import data

15. HOW TO PRINT HALL TICKET

- ➢ Go to examination module
- ➢ Select registration sub module report and above screen appear
- ➢ Select by course/subject, course, semester, branch, regulation, subject, hall ticket and show

16. HOW TO ENTER EXTERNAL OR INTERNAL TIME TABLE IN ONLINE

- ➢ Go to examination module
- ➢ Select exam schedule sub module and above screen appear
- ➢ Select course, semester, branch, regulation, month, year and save
- ➢ New screen appear select subject date and time and save

17. HOW TO ENTER INTERNAL OR EXTERNAL TIME TABLE IN OFFLINE

- ➢ Go to academics module
- ➢ Select course, branch, semester, exam type, regulation, exam time, attach file and submit

18. HOW TO CHECK PREPARED EXAM SCHEDULE REPORT

➢ Go to examination module
➢ Select exam schedule sub module and above screen appear
➢ Select course, semester, exam type, regulation and show

19.HOW TO GENERATE SEATING PLAN

➢ Go to examination module
➢ Select exams sub module seating plan and above screen appear
➢ Select date of exams, room, course, branch, semester, subject and save
➢ New screen appear with students select check and save

20. HOW TO SEE SEATING PLAN REPORT

➢ Go to examination module
➢ Select exams sub module seating plan report and above screen appear
➢ Select room, date of exam, Time and Click show

21. HOW TO ENTER GRADES

➢ Go to examination module
➢ Select external sub module grades and above screen appear
➢ Select course, regulation
➢ New screen appear select new grade to enter new grades

22. HOW TO TAKE ATTENDANCE FOR EXTERNAL EXAMS
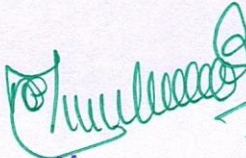
➢ Go to examination module
➢ Select external sub module attendance and above screen appear
➢ Select room no, date& time and submit
➢ New screen appear with student and check students only absentees and save

23. HOW TO GENERATE D-FORM

➢ Go to examination module
➢ Select d-form sub module and above screen appear
➢ Select course, semester, branch, regulation, subject and show

24. HOW TO ENTER EXTERNAL MARKS

➢ Go to examination module
➢ Select external sub module marks entry and above screen appear
➢ Select course, batch, semester, branch, held and show
➢ Select in online

➢ New screen appear enter grades for subjects and save
➢ There has an another Option Select in offline
➢ New screen appear attach the excel File And then Upload The Marks

25. HOW TO ENTER EXTERNAL MARKS FOR MARKS ENTRY(ALL)

➢ Go to examination module
➢ Select external sub module marks entry(all) and above screen appear
➢ Select course, semester, exam type, held date, choose file and import
➢ You can download sample format from the link click here To sample Sheet

26. HOW TO SEE EXTERNAL REPORTS

➢ Go to examinations module
➢ Select external sub module reports and above screen appear
➢ Select by semester
➢ Select course, semester, department, branch, all or passed or fail

27. HOW TO ADD EXTERNAL MARKS AFTER REVALUTION

➢ Go to examination module
➢ Select external sub module student marks and above screen appear
➢ Select roll no and show
➢ New screen appear with semester marks
➢ Check subjects check boxes and edit marks click on update semester grades

28. HOW TO SEE TOPPER LIST

➢ Go to examination module
➢ Select external sub module topper list and above screen appear
➢ Select course, batch, branch, semester, no of topper and show list

29. HOW TO SEE EXTERNAL ANALYSIS

➢ Go to examination module
➢ Select external sub module analysis and above screen appear
➢ Select course, batch, marks semester, branch and show
➢ New screen appear with percentage how many students

30. HOW TO GENERATE PROGRESS REPORT FOR EXTERNAL

➢ Go to examination module
➢ Select progress report sub module and above screen appear
➢ Select student or class and show

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➢ New screen appear with students select check box and select semester and generate progress report

31. HOW TO GENERATE PROGRESS REPORT FOR INTERNAL

➢ Go to examination module
➢ Select progress report sub module internal and above screen appear
➢ Select class or student
➢ Select course ,semester ,branch ,sessional and generate

32. HOW TO SEE REGISTERED STUDENTS

➢ Go to examination module
➢ Select registered students sub module and above screen appear

33. HOW TO SEE REGISTRATION STUDENTS BY RECEIPT

➢ Go to examination module
➢ Select registration sub module report by receipt and above screen appear
➢ Select course , branch, semester, date and show
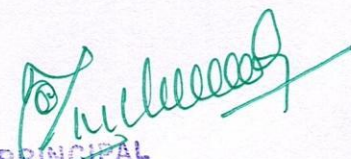
34. HOW TO REPRINT OR DELETE RECEIPT

➢ Go to examination module
➢ Select registration sub module reprint and above screen appear
➢ Select date and show
➢ New screen appear with receipt no
➢ Select print or delete

35. HOW TO UPDATE ROLL NO

➢ Go to examination module
➢ Select update roll no and above screen appear
➢ Select course, semester, branch
➢ New screen appear with student temporary roll no
➢ Select check box to update university roll no

36. HOW TO SEE CHARGES FOR STAFF

➢ Go to examination module
➢ Select invigilation charges sub module charges and above screen appear
➢ Elect department, employee, date and show

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37. HOW TO CREATE DESIGNATIONS

- ➢ Go to examination module
- ➢ Select invigilation charges sub module designation and above screen appear
- ➢ Select new designation
- ➢ New screen appear enter designation, compensation, designation type and save

38. HOW TO SEE POST INVIGILATION DUTIES

- ➢ Go to examination module
- ➢ Select invigilation charges sub module duties and above screen appear
- ➢ Select month and year

39. HOW TO POST INVIGILATION

- ➢ Go to examination module
- ➢ Select invigilation charges sub module postings and above screen appear
- ➢ Select course, branch
- ➢ New screen appear select date check and assign faculty to room

40. HOW TO ENTER GRANTS

- ➢ Go to examination module
- ➢ Select grants sub module and above screen appear
- ➢ Select received from, amount, date, payment method, narration and save

41. HOW TO GRANTS REPORT

- ➢ Go to examination module
- ➢ Select grants report sub module and above screen appear
- ➢ Select date, received from and show report

42. HOW TO ENTER EXPENDITURE

- ➢ Go to examination module
- ➢ Select expenditure sub module and above screen appear
- ➢ Select paid from, paid to, amount, date, payment method, narration and save

43. HOW TO SEE EXPENDITURE REPORT

- ➢ Go to examination module
- ➢ Select expenditure report sub module and above screen appear
- ➢ Select date, grant type and show report

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44. HOW TO SEE ADMISSION REPORT

- ➤ Go to examination module
- ➤ Select admission report sub module and above screen report
- ➤ Select batch and show

45. HOW TO SEE BACKLOGS

- ➤ Go to examinations module
- ➤ Select backlogs sub module and above screen appear
- ➤ Select class or student or subject and show
- ➤ Select course, semester, batch and show

46. HOW TO SEE DUES LIST

- ➤ Go to examination module
- ➤ Select dues list sub module and above screen appear
- ➤ Select course, branch, semester and show

47. HOW TO PRINT EXAM APPLICATION

- ➤ Go to examination module
- ➤ Select exam application sub module and above screen appear
- ➤ Select course, semester, branch, regulation and show application

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