Proposal

For

Implementing CLOBAS
Cloud-Based Campus Management Solution

To

Sri Venkateswara Dental College & Hospital

Thalambur, Chennai

Date of Submission
4th Jan, 2022

Submitted By
CLOBAS Private Limited

1. Introduction to Clobas

"Clobas" is a total integrated cloud-based campus management ERP portal with mobile app. It empowers institutions with its one stop information management solution that covers Administration, Academics, Communications, E-Learning Platform, HR and Productivity modules. And it is accessible from anywhere, anytime by various stakeholders of institution.

It provides on-the-go data accessibility for Management, Tutors, Students of educational institution with a professional technical support team without any investment on hardware, software and IT personnel.

Why Clobas

- Zero investment on hardware and software as you pay per student
- Need of the hour to stay competitive with other leading institutes
- Implementation will take only 8 weeks from data collection
- In built with E-Mail and SMS notification

The Benefits

- Instant communication among its stakeholders (via web, e-mail and SMS).
- Improved productivity, as it is accessible from anywhere anytime simultaneously by all users.
- Quick decision making is now possible with full set of data availability 24/7.
- Significant cost savings as it leads to paperless campus (Go Green Initiative).
- Knowledge Enrichment as learning platform is made available virtually.
- Professional image about the institution at the world outside.
- World class portal exposure for students and staff.

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Unique Highlights of Clobas:

- Single page dashboard report with access to multiple graph charts & analytical reports which helps to take quick easy and accurate decision and helps stay always updated, anytime, anywhere.

- Periodic audit visit by technical / support team every quarter to ensure all modules and reports are used and system fully utilized and to give prompt feedback to management.

- Providing complete technical training to college administrators / all faculty members before going live/product launch.

- Providing orientation to all students and step by step guideline to download the mobile app and explaining benefits of using our app.

- Free upgrades from time to time on enhancements done on the product.

- Only company in the Edu Sector to get vulnerability penetration **test done by Deloitte for data safety & security!**

- CLOBAS is the recognized start-up by the Department for Promotion of Industry and Internal Trade under Ministry of Commerce and Industry, Government of India.

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2. Package Modules

Standard Package (Modules/Features)	
1	Student Profile Management
2	Staff Profile Management
3	Dashboard Module
4	Fee Management (with Receipts& Fee Reminders)
5	Transport Management
6	Profile (Any Data) Report Generator
7	Bonafide & Transfer Certificate
8	ID Card Generation (Students/Staff)
9	Course Management
10	Lesson Plan Tracking
11	Time Table Integration
12	Student Attendance Posting & Tracking
13	Tracking Examination Module
14	Online Results Publication
15	Reports Module
16	Lecture Notes
17	K-Links (URL References)
18	Webinar
19	Discussion Forum
20	Virtual Class Integration
21	Q&A Module
22	Past Year Question Papers
23	Campus News &E-Circulars
24	Digital Notice Board
25	Events Calendar
26	Mailing Groups
27	Photo Gallery
28	Campus Tube (Video Gallery)
29	Comments Feature (Student Remarks)
30	Birthday Greeting & Quotes
31	Address Labels
32	Orientation Details
33	Students Feedback
34	Students Extra Curricular Activities – (Entry & Reports)

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3. Product Features Description

3.1 Administration & HR	
Student Profile Management	Student's particulars (collected during admission) can be entered or uploaded here. Profile of each student such as personal info, demographic info, results, attendance and fee details can be put in one single view for top management to view, track and maintain the record virtually.
Staff Profile Management	Through this module, institute can maintain staff records and retrieve them as and when it is required. Details could be their personal details, educational details, experience details, journals, publications etc.
Dashboard Module	Dashboard is the star module of Clobas Portal. This enables the management to have access and view of dashboard with one dozen key parameters of college operations such as Students Statistics, Feedback Status, Academic Standings, Fee Collection and so on. This will be useful to take informed decision on the go.
Fee Management	This module enables institution to set-up various fee structures and associated due dates. Fee collection and Receipt printing, Daily, weekly, monthly and yearly collection reports are incorporated here.
Transport Management	This module can be used to maintain bus details, bus stops, Student occupancy in each route, driver details, service date for buses and many more. Sending SMS facility is integrated with this module.
Profile (Any Data) Report Generator	This is a generic profile report generator. Using this facility, user can choose any profile data of parent, student and staff with desired selection criteria dynamically to generate report online. Export to excel options are available.
Bonafide & Transfer Certificate	Bonafide and Transfer Certificate can be designed for each institution as per their template and will be made available for printing by an authorized user.
ID Card Generation	Identity card for Student and Staff can be designed for each institution as per their template and will be made available for printing by an authorized user.

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3.2 Academics	
Course Management	This module allows user to set-up all available courses, departments, classes, sections etc., So these data can be mapped with staff and students' information. Corresponding reports by different classification can be generated.
Lesson Plan Tracking	This module captures the lesson plan session wise for each branch/subject and tracks the progress of lesson/syllabus completion status and provides appropriate report.
Time Table Integration	Through this module, Class, Period, Subject, Tutor can be mapped. So, Tutors and Students should be able to check their up-to date timetable with class details such as Subject, Date, Time, Lecture Hall or Lab etc.
Student Attendance Posting & Tracking	Using this module, Tutors/admin can post daily attendance. Hence, Students can view the attendance online. If a student does not maintain his/her required attendance, Students will get email/SMS notification, which is configurable.
Tracking Examination Module	This module allows user to configure necessary parameters for all examinations with aggregate formula, grades, CGPA, marks etc.
Online Results Publication	Institute designated admin or staff can upload internal as well as board exam results in a bulk way as soon they are ready to publish. Students can view the results and take a printout for their reference.
Reports Module	This module will have required reports for Results Analysis, Attendance, Admission, Fee and Transport. Maximum of 39 reports will be made available in this package.

3.3 Learning Management Modules	
Lecture Notes	Lecture notes can be posted for each class, and it will be made available for students to download. Eg PDF document.
K-Links (URL References)	Institute can list out any constructive website's names here for knowledge enrichment of their Students, Staff and Students. E.g., MIT video courses site, National Digital Library of India site, Virtual Labs Corner sites etc.
Webinar	Using this module, recorded video lesson by staff, or reference video links can be posted here with discussion forum. Validity of the video can be set. With regards to particular video lesson,

	Discussion among the students and respective subject lecturer can be captured here.
Discussion Forum	Tutors and student can participate in the forum with respect to given webinar. The entire discussion threads can be seen here, so that, every student can go through these and get enlightenment.
Virtual Class Integration	Once the virtual class is scheduled using any of their preferred tool like Zoom, MS Team, Google Meet or WebEx, Staff or admin can copy the invite link and put it here, so that, student of the particular virtual class can click on the link from Clobas app and attend the class with new pop-up screen.
Q & A	Q & A section allows students to post questions to certain groups or to a particular tutor. The past questions and answers can be shared with all students, if the owner of the question permits.
Past Year Question Papers	This module will have past five years' question papers from respective board for all classes. So, tutors and students can refer these questions from anywhere and anytime.

3.4 Communication	
Campus News &E-Circulars	This module enables the institution to send circulars and flash news to all users or selected group via portal, e-mail and SMS. It is equipped with SMS scheduling functionality.
Digital Notice Board	Using this module, institute can have digital notice board in addition to manual one. This will be made available online and accessible from anywhere, anytime.
e-Mail, SMS Notification, Push notifications	All kind of communications like circulars reminders, results and attendance details can be sent to target users via e-mail, SMS and Push notifications.
Mailing Groups	Institute can create any group such as Basketball Team, Tennis Team, Red Cross etc., so that, they can keep them updated with events for any group.
Photo Gallery	Institute can upload photos of various events held in the college and enable different target groups to view them online.
Campus Tube (Video Gallery)	Under this module, any YouTube uploaded videos by college such as Sports Day function or Annual Day function etc. can be embedded, so that, intended users can watch video without going to YouTube site.

Comments Feature (Remarks on Student)	Using this module, Staff can enter any remarks or comments for individual students. E.g., One student is a top State Chess Player playing chess excellently and many more such incidents. This can be viewed by the authorized users from the top management
Events and Schedules	All upcoming events and schedules can be listed out here, even as a calendar of events for every month.
Address Labels	Institute admin can print all students address label for attaching at the manual letters, if required.
Orientation Details	Institute admin can list down the important location and its contact details available near to the institute. E.g., Bank details, Hospital etc.
Birthday Greetings	This function automatically sends out birthday greetings by e-mail to all registered users and displays the birthday greeting animations on the web when they login to the portal on their birthday.
Students Feedback	There is a provision for Students to share their feedback to the designated college authority which promotes two-way communication.
Students Extra Curricular Activities	Using this module, Institute can register and track the various skills of students in the categories of Arts & Culture, Sports & Games

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3.6 Modules Available under CLOBAS Mobile App

Student	Staff	Management
1. Latest News	1. Latest News	1. Latest News
2. E-Circulars	2. E-Circulars	2. E-Circulars
3. Attendance	3. Attendance Posting	3. Attendance Report
4. Results	4. Result Posting	4. Result Report
5. Fee Calendar	5. Attendance Report	5. Fee Report
6. Feedback	6. Result Report	6. Feedback
7. Photo Gallery	7. Photo Gallery	7. Photo Gallery
8. Video Gallery	8. Video Gallery	8. Video Gallery
9. Time Table	9. Time Table	9. Time Table
10. Events and Calendar	10. Events and calendar	10. Events and calendar
11. K-Links	11. K-Links	11. K-Links
12. Question Bank	12. Question Bank	12. Question Bank
13. Teacher Notes	13. Teacher Notes	13. Teacher Notes
14. Webinar	14. Webinar	14. Webinar
15. Virtual Class	15. Virtual Class	15. Virtual Class
16. FAQ	16. FAQ	16. FAQ
		17. Manage Notices

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4. Clobas Mobile App

In line with today's trend, Clobas takes pride in providing first of its kind **Mobile App** integrated with cloud portal for its customers including management, staff and student to access it from anywhere and anytime seamlessly. Clobas Mobile App is made available for all major operating systems such as Android and IOS.

Here is the Student View of Clobas Mobile App.

5. Customization works

1. Usually, 5 Man days of customization is included in the cost quoted. This 5-man days period is used for the efforts in designing customized login page, client logo, client progress report format, Transfer Certificate, Bonafide Certificate, ID Card, Fee Receipts and so on.

2. If any major work needs to be done beyond the scope of the software provided, (i.e. the allotted 5 man days efforts) then a study will be made and the extra cost if any to be incurred will be intimated to the management and prior approval sought and then done. This is chargeable at Rs 4500 per man day. If the work is of a very minor nature (within 4 man-hours effort) in a 3 month term, then no charge will be levied.

3. All key reports for this package modules will be made available. It may include major areas like Results, Attendance, and many more. For more details, Refer Annexure 1.

6. Online Storage Capacity Details (By Default)

S. No	Module Name	Per Institution
1	Front Page content (notice board, timetable, flash news etc.)	**20 GB**
2	Lecture Notes	
3	Past Year Question Papers	
4	Photo Gallery	
5	Student and Staff scanned documents	
	Total Storage	**20 GB**

Note:

Cloud Storage for attendance, results, timetable, fee module, course management, staff's data, and student's data are unlimited. Only Attachments, images, documents are capped to 20 GB per year.

7.1 Payment Terms

1. Upon Sign Up, set-up fee to be paid.
2. Subscription charges to be paid upon completion of installation and launching of the product but within 2 weeks of testing and generating all reports to your satisfaction. This is based on actual students on active rolls.
3. In case of any add-on modules required by you, separate charges will incur in addition to the above pricing.

4. **Bank Details for Payment: -**

Payment should be sent through account payable cheque or RTGS in favor of **Clobas Private Ltd**

Name	**: Clobas Private Limited**
Branch	**: SBI, Thirumudivakkam, Chennai**
Account No	**: 37063595762**
IFSC Code	**: SBIN0012931**
Our GST	**: 33AAGCC5441G1ZY**
PAN	**: AAGCC5441G**

7.2 Note

1. By default, **7000 SMS credits are available for free** only for the **first year**; any additional SMS will be charged at 17.5 paise per SMS, plus GST.
2. Additional customization charges are extra. (If required)
3. Additional storage space **beyond 20 GB** will be charged at **RS.75 / GB per** month plus GST.
4. This Special Proposal is only valid till **06/1/2022, till 6PM.**
5. Any Add-on module or function can be made available at an additional cost.

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7.3 Add on Benefits

1. Free user ID for administrators, management staff, teaching staff and students
2. Free Maintenance of this cloud application
3. Free Support (By Telephone, E-mail and WhatsApp)
4. Free Software Upgrade for existing modules as long as the subscription service is on.
5. Details of Tangible Benefits (Cost Savings) and Intangible Benefits (Operational Efficiency) can be found in Annexure II.

7.4 Implementation Schedule

S No	Task Description	Timeline	Remarks
1	Order Confirmation with Set-up Fee	Week 1	
2	Gap Analysis	Week 1	
3	Data Collection Process	Week 2 & 3	
4	Portal Set-up and Mobile App Set-up	Week 3	Can be done in Parallel
5	Data Verification, Validation and Upload	Week 3 & 4	
6	Customization and Configuration	Week 4 & 5	Can be done in parallel
7	Portal and App Testing (QC)	Week 6	
8	Training	Week 7 & 8	
9	Go-Live	1 Day	

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7.5 Support Structure

S.No	Support Mode	Description
1	First Time Data Upload	As agreed, Clobas will upload all required data of student, staff, time table, academic structures, past year questions, photos, yearly calendar events, fee data, asset data, transport details, library data and so on.
2	Training	3 days of training includes Training for administrators, workshop for staff, Orientation for all Students.
3	Supply of User Manuals (PDF/Video)	User Manuals for all modules will be provided in PDF format. Video manuals for select module can be provided.
4	Help Desk Support By Phone, E-Mail and WhatsApp	There will be a support engineer assigned to this group of institutions, so that, cordial relationship and personalized support can be achieved. This Engineer will be available from 9:00 AM till 6 PM on all workings days from Monday to Friday.
5	Quarterly Periodic Status Review Meeting	Four (4) status review meetings are scheduled every year, one in every quarter where representatives from both the parties will participate to ensure the efficiency of the product usage and to enhance the user experience constantly.
6	Free Software Upgrade	Free software upgrade for existing modules are available as long as the subscription service is on. Current version of web portal application is 5.2.0 and Mobile App is 4.3.1.

8. Technical Features

1. This is a web-based product hosted in a premium data center. This has an uptime of 99.95 percent.
2. This was developed in Dot Net technology (Frame Work 4.5) and has a MS SQL server (2016) as its database backend.

3. This follows the SOA architecture, so any software modules which follow this architecture can be added with portal quite easily.
4. This hosting package is built in with both hardware and software security, including hardware firewall and anti-virus software.

For implementing this portal, institution must supply us the data in a prescribed format (Ex. excel sheet), Clobas will upload them in a bulk way and make it available for use. Subsequently, Institution's authorized staff (trained) will take over the day to day activities.

9. Security Features

- ✓ Clobas application is hosted in Tier III data center.

  A Tier III data center is a location with redundant and dual-powered servers, storage, network links and other IT components. Data center offers 99.95% availability. With this configuration, it is possible to manage maintenance periods without affecting the continuity of service on the servers.
- ✓ Cloud portal is empowered with SSL certificate.
- ✓ Automated daily Back-Up facility will be available.
- ✓ Fully Managed Off Server Backup: Unlimited Space (30 Restore Points)
- ✓ This hosting package is built in with both hardware and software security, including hardware firewall and anti-virus software.
- ✓ Cloud Server is built in with Hardware RAID 1

  RAID 1: (Redundant Array of Independent Disks Mode 1) A popular disk subsystem that increases safety by writing the same data on two drives. However, if one drive fails, the second drive is used, and the failed drive is manually replaced.
- ✓ Cloud Server will support load balancing and clustering.
- ✓ Cloud sever will be monitored 24*7 by a dedicated team.

10. Contacts:

Institution: **Sri Venkateswara Dental College & Hospital**

Name	: **Dr. D. P Uma Magesh / Mr Sathish**
Designation	: **Admin Director / System Administrator**
Contact No	: **+91-93833 70890 / 98412 33786**
E-Mail	: svdc.sys@gmail.com
Address	: Off.OMR, Near Navalur, Thalambur, Chennai - 600 130,

Product Company: Clobas Private Limited

Name	: Mr. M.S. Manian
Designation	: Founder & CEO
Contact No	: +91 99529 66566
E-Mail	: manian@clobas.com
Address	: Care Voyant Building, Plot No,26/A/39, 4th Main Road, Sipcot IT Park, Siruseri, Chennai–603103, India.

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11. Escalation Matrix

Escalation Level	Category	Name of Assigned Person	Contact Number	E-Mail
Level 1	Product Support	Mr. Arunachalam - Manager - Tech Support	99401 75423	support.in@clobas.com
Level 2	New Enhancements Or Add on modules	Mr. Senthil Rajan A Development Manager	72076 66516	senthil.a@clobas.com
Level 3	Support Issues and Concerns	Mr. Raman S – Head – Sales & Marketing	9841037205	raman.s@clobas.com
Level 4	Delivery and Strategic Problems	Mr. M.S. Manian Founder & CEO	9952966566	manian@clobas.com

12. Terms and Conditions

- Initial contract is for **2 years from the date of signing**.
- This **Special Price will remain** same for at least **2 years** of the contract period. Once up for renewal, prices may vary.
- If a contract is terminated by either party, within the contract period, six-month notice is required.
- **Termination Clause**: The agreement on termination date should be reached after mutual discussion and in case mutual agreement is not reached, the termination date should be calculated 6 months from the notice given by either party. During the period between the notice and the termination date, the vendor will provide support with respect to data collection from the system to the client. The vendor also needs to provide complete support in Data Migration activities as required by the client.
- Performance of the system depends on the speed of the internet. There will be a guarantee of eight – twelve second refresh for most screens. If it is a data intensive operation, then the refresh cycle can take up to one minute.
- Clobas Personnel need to have access to domain data filled in the proscribed format, so that, data can be loaded into the database. In this case, client will be

giving us access to the database which will be used to fill in our templates as part of the Data Migration process.

- Clobas Personnel need to have access to business analyst or users in a timely manner, so any integration/data issues can be resolved in due course.
- Client needs to provide internet connection, which will be used by the admin of Clobas in the campus during the implementation period.
- Clobas will maintain client data and will not be used or distributed in any form or fashion.
- CLOBAS PRIVATE LIMITED will receive payments by Cheque /DD/TT only.
- This has an uptime of 99.5% percent. The Uptime guaranteed (99.5 %) will not cover the problems occurred due to Force majeure activities or any Natural Disasters or scheduled down time.
- In the event of any disputes arising out of the present contract, both parties shall secure resolution of the same by mutual negotiations and conciliation. In the event of differences and disputes persisting, the disputes shall be resolved in terms of the provisions of Arbitration Act, in Chennai, India.
- Clobas (P) Ltd is the owner of intellectual property. Application should be used for intended purpose only.
- Clients cannot reproduce or develop the same technical process without approval from Clobas
- Client is expected to use browsers that have been certified /recommended by Clobas These are typically available on the Clobas website, this will change from time to time to the newer version and the links to download will also be provided.
- Customization work will be charged separately.
- Requests from clients are served in order they are received. Higher priority tickets are solved first.
- Priority one request means they are not able to logon to the system or use any functionality. Response time 2 – 4 business hours
- Priority two request means there is an alternative but not able to use full set of functionalities. Response time 4 – 24 business hrs.
- Priority three request means needs some changes from traditional system behaviour or new enhancements. Response time varies based on the scope of work.
- **Ownership Clause**: All data in the vendor hosted system will be the property of institution and in the event of contract termination the vendor should ensure that all data is removed or not visible to anyone from production and test systems. The Software ownership will be with the vendor.

- **Payment of fees.** For Clobas, to remain in business, payments must be made promptly. Delinquent bills will be assessed a charge if payment is not received

within 10 days of the due date. If an amount remains delinquent 30 days after its due date, an additional 5% penalty will be added for each month of delinquency. Clobas reserve the right to stop the portal from being used until final payment is made.

- **Data Security and Confidentiality:** Clobas ensure Client Data Security and Confidentiality. The Vendor should not use the client data in any demonstration. The Security should not be violated even in test system

- **Laws Affecting Electronic Commerce**. From time-to-time governments enact laws and levy taxes and tariffs affecting Internet electronic commerce. The client agrees that the client is solely responsible for complying with such laws, taxes, and tariffs, and will hold harmless, protect, and defend Clobas and its subcontractors from any claim, suit, penalty, tax, or tariff arising from the client's exercise of Internet electronic commerce.

- **Business Continuity Plan:** Clobas application and database is currently hosted in the Cloud with Premium Data Centre. It is very much secured, and the services are 99.5% available at any given point of time. To ensure there is no disruption of the service availability – the database server is backed up with incremental and full back ups with auto scheduler. Additionally, a manual back-up on daily basis is maintained in the Cloud storage. RAID -1 was configured in Clobas server and disk mirroring is done such that - replication of logical disk volumes onto separate physical hard disks in real time to ensure continuous availability.

13. Approvals

In Witness, whereof, the parties hereto have caused this Agreement to be duly executed and delivered as of the date written below.

CLOBAS PRIVATE LIMITED	**Sri Venkateswara Dental College & Hospital**
Authorized Signatory	Authorized Signatory
M. S. Manian	Dr. D.P. Uma Mageh.
Name	Name
CEO	AD
Designation	Designation
18-01-2022	9/4/22
Date	Date

CLOBAS PRIVATE LIMITED CHENNAI

SRI VENKATESWARA
DENTAL COLLEGE & HOSPITAL

Purchase Order

PO No	Date
SVDCH/PO-234/2022	19.01.2022

Vendor Name	Clobas Private Limited
Name	Mr.M.S. Manian
Address	Care Voyant Building, Plot No, 26/A/39, 4th Main Road, Sipcot IT Park, Siruseri, Chennai -603130.
Mobile	9952966566
Email	manian@clobas.com
Quotation No & Date	4/01/2022

Deliver At	Sri Venkateswara Dental College & Hospital
Department	Purchase
Address	OMR ROAD,NEAR NAVALUR,THALAMBUR
Phone No	7449000052/53/54
Fax No	
Contact Name	D.PUHAZHENTHI
Mobile No	6374690019
Email	purchase@svdentalcollege.com

Purchase order For "Clobas ICCCM Software"

We hereby place our Purchase order for the following terms & conditions.

S.NO	DESCRIPTION	QTY	RATE	AMOUNT
1	As per Proposal For Implementing Clobas Cloud-Based Campus Management Solution Ref No: Clo –Pro- 2122-044	530 nos	210.00	111300.00
2	One Time Set up fee Set up fees includes Portal Set up, Configuratiuon , Data Upload and Training, It is only applicable for the first year of implementation. Training includes Key Admin staff, Workshop for Teachers , and Orientation for students	1	75000.00	75000.00
3	Annexure I - Add on 10 Moudules		Free	Free
				186300.00
	GST 18%			33534.00
	Grand Total			219834.00

Terms & Conditions

Payment : One Time set up fee 100% Advance, Balance Subscription charges to be paid upon completion and launching of the product but with in 2 weeks of testing and generating all reports to our satisfaction .

This Price will remain same for at least 5 years of the contract

NOTE: Kindly send us the acknowledgement of the Receipt and acceptance of the terms & condition of the above P.O

Thanking You

Admin Director
19/1/22

100% Advance Paid on one time set up fee
Rs. 75000/- + 18% GST Rs. 13500/-
total Rs. 88500/- Paid on 21.01.2022
through Axis Bank a/c.

USER MANUAL

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Login

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1. Login to Clobas using the URL provided by CLOBAS.

Enter the **User Id, Password** and click on login button.

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Homepage

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After login to the portal, the below home page screen is shown:

To update the contents of the home page, click on admin module and use the menu items in the **Manage Home Page** to update the respective sections in the home page.

Clicking on the Admin Module one can see the following screen:

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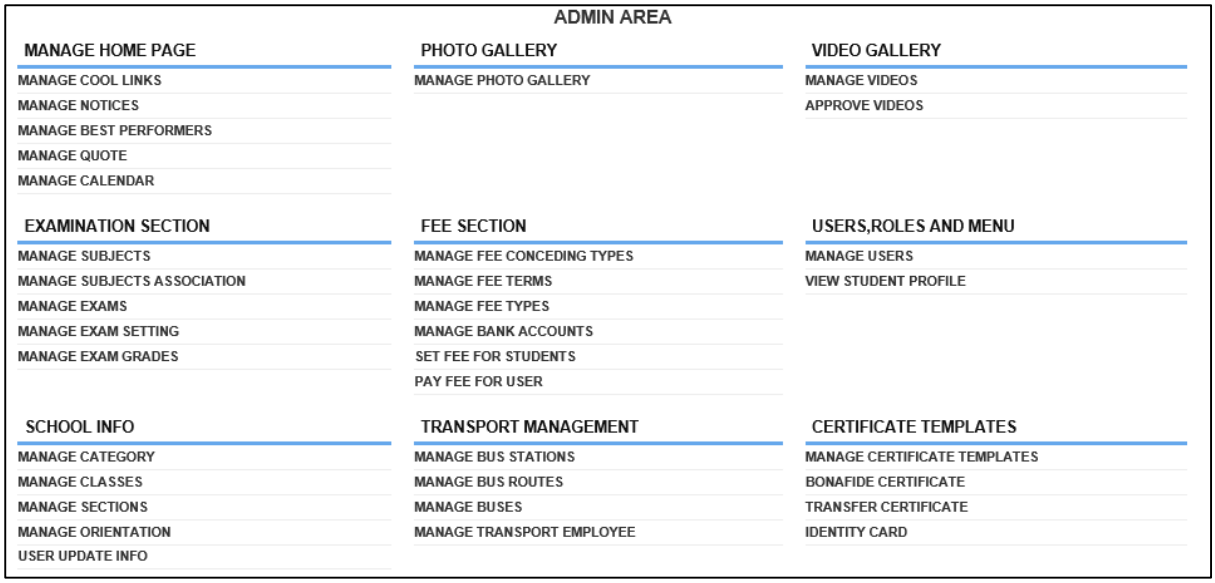
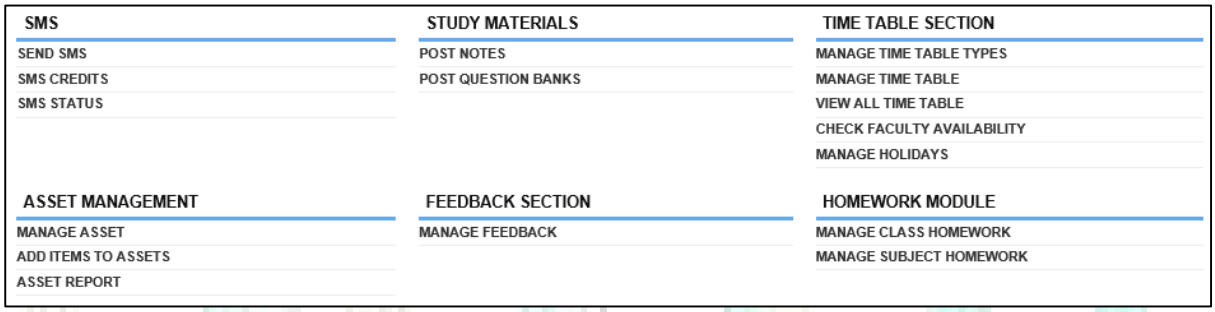
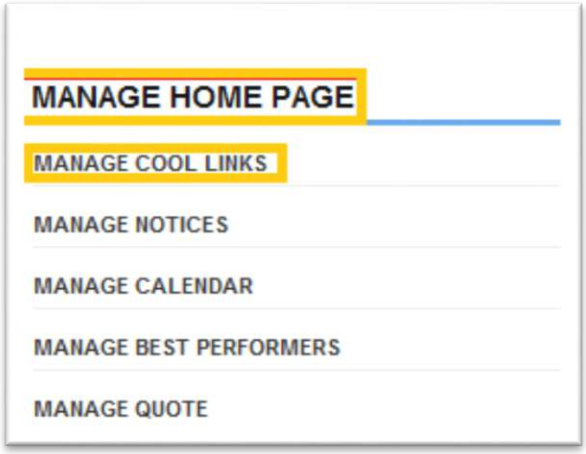




Select the menu which to create/update.

Manage Home page:



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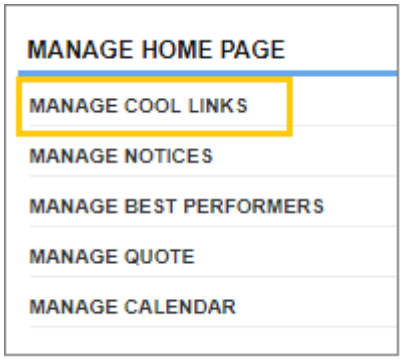
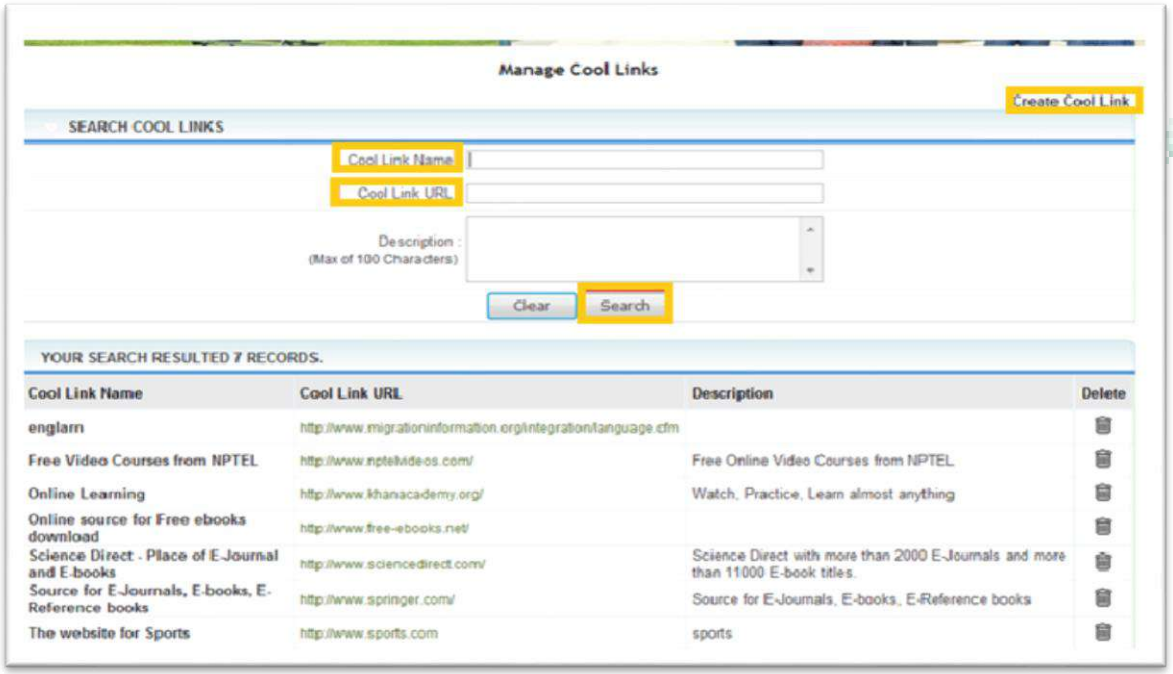
Manage Cool links



Navigate through **Admin Module -> Manage Homepage -> Manage Cool links**

Cool links is the section where one can provide useful links to the students to help them in learning and the staff in using effective teaching techniques.



Search Cool links:

Enter the cool link name/URL and then click on search button.

Create cool links:

To create new cool link, click on Create Cool Link hyperlink in the right top corner of the page.

Enter the name, cool link URL, start date, end date, the description and click on save and post button.

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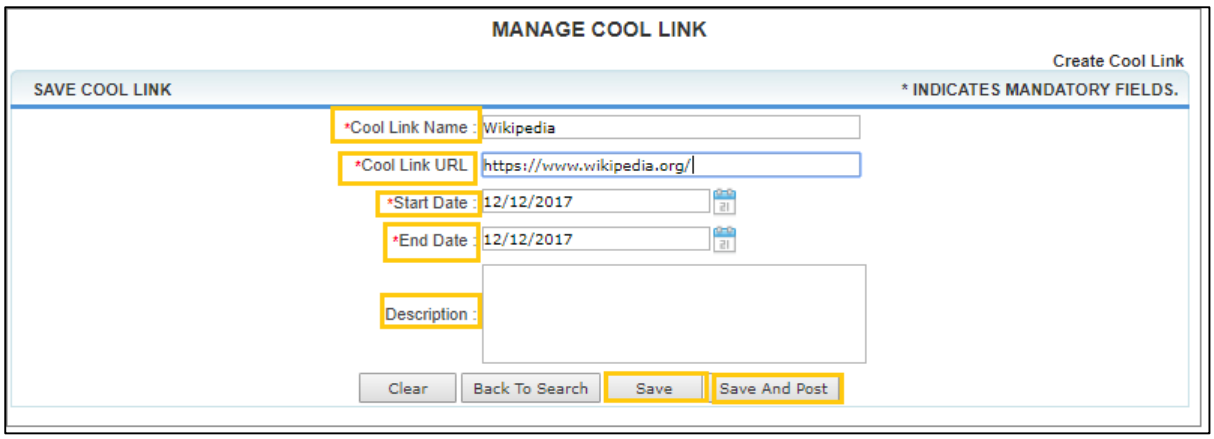
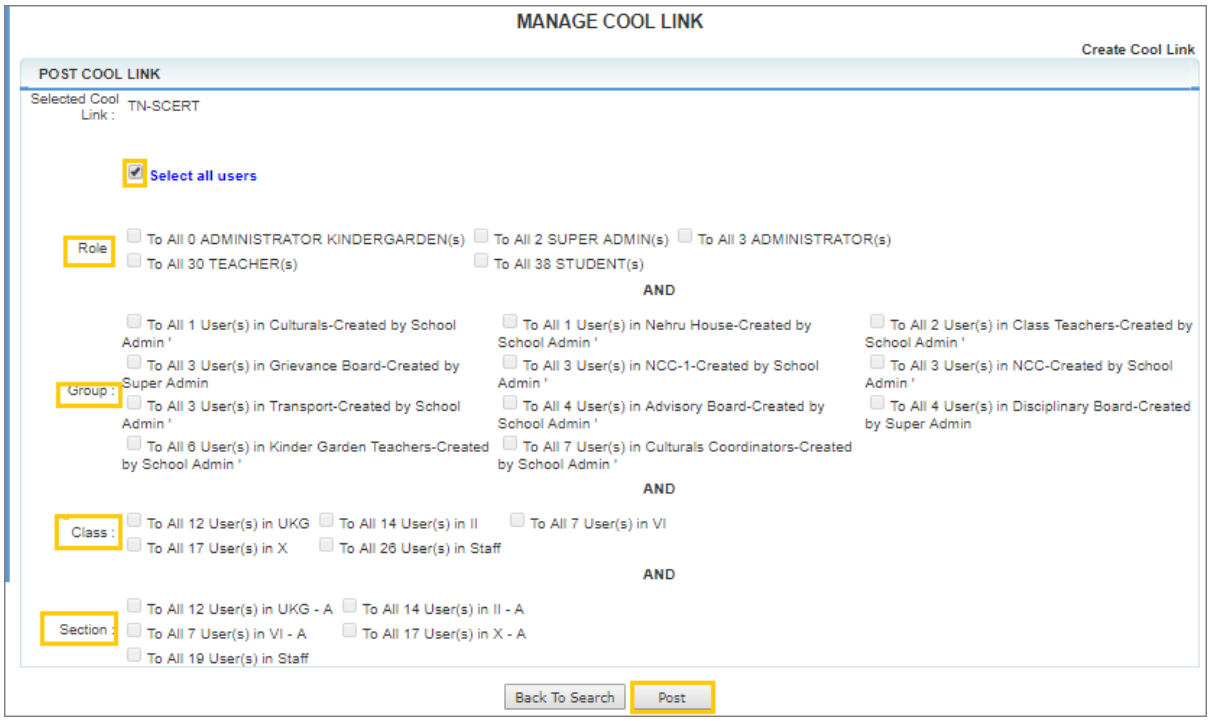


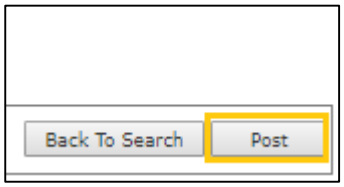
Then click on **Save and Post this Notice** to choose the Role, Class, Section and group of users who should view the notice.



There are two buttons:

1. Back: Moves back to the previous page.

2. Post: Post the Notice to the selected users.



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After posting the notice, it can be viewed in the important link in the mobile app and Cool links in the Web portal.

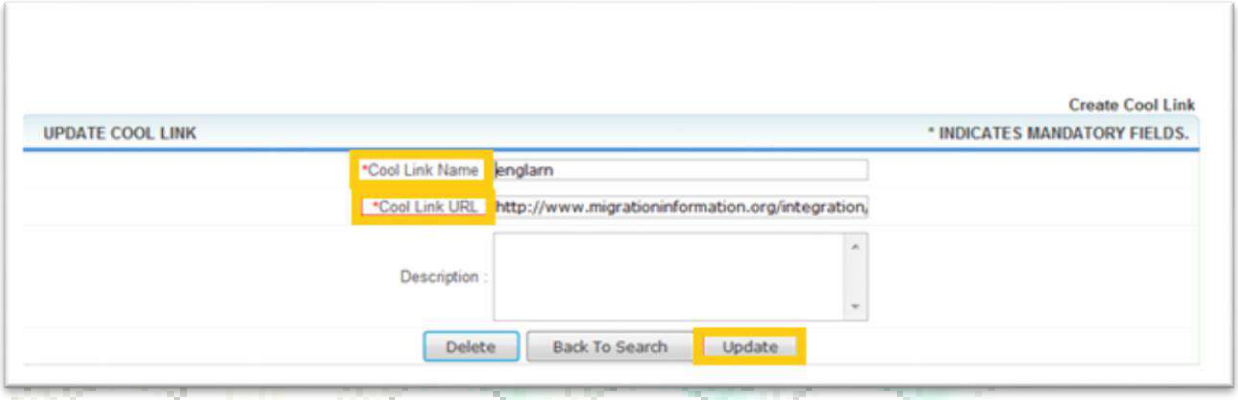
"***Record inserted successfully" m***essage is shown on successful creation of the new link.

Update cool links:

Select the cool link name to update from the search screen and

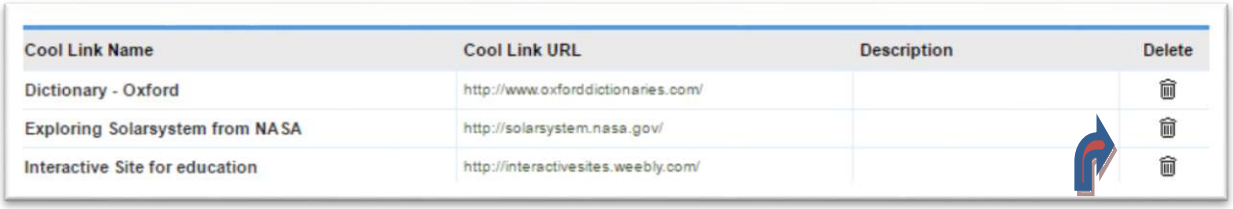
Update the required fields and click on update button.

"Record Update successfully" message is shown on successful update operation.



Delete Cool Links:

1. Manage Cool link → Search the cool link and click on delete to delete the unwanted cool link.



A confirmation message is shown and click on OK button to confirm the delete operation. Click on cancel button to cancel the delete operation.

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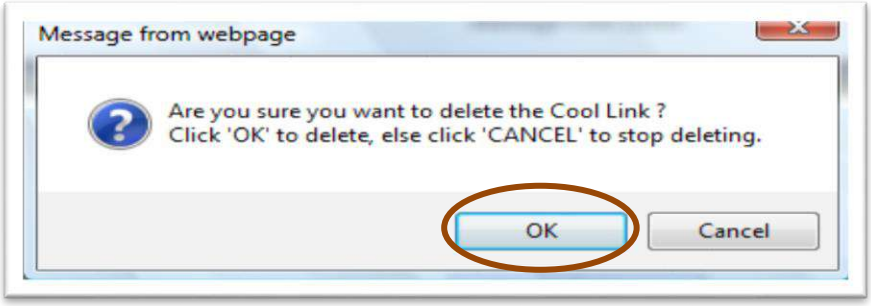
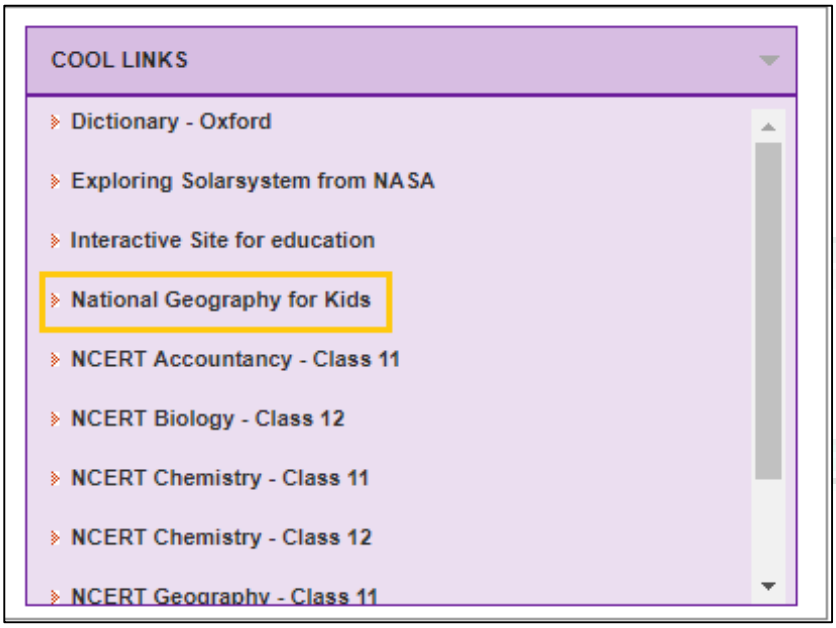


"Record Deleted Successfully" message Is shown on successful delete operation.

Cool links in the Home page are as shown below:



Manage Notices

Manage Notices section is used to display/manage the important information which is shared with the members of the organization, either all members or particular to students or staff.

There are four types of notices:

1. Flash News
2. General Notices
3. Thought for the week
4. E-Circulars

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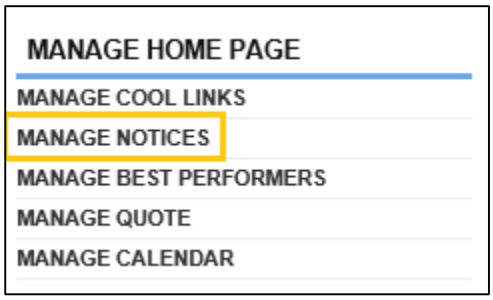
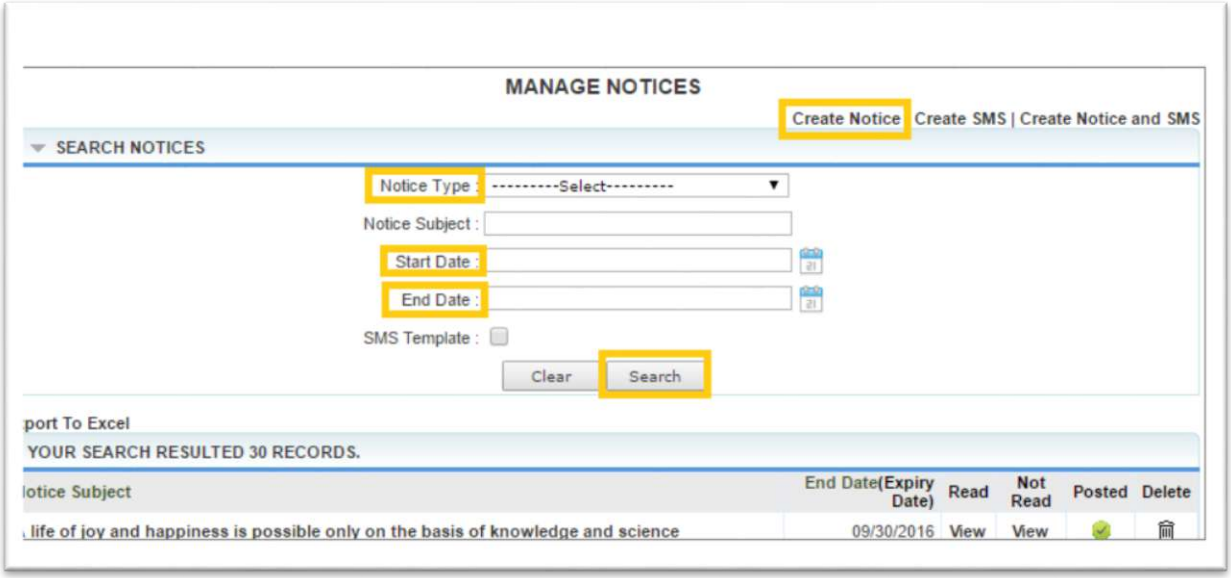
By default, all created notice types are shown as seen in the below search screen:

Select the notice type, start date and end date and then click on search button to list all the notices under the selected category within the given date range.



Navigate through **Admin Module -> Manage Homepage ->Manage Notices**



Click on **Create Notice** to create new Notice Type.

Enter the notice type, notice subject, start date and end date then click on save button.

Document for attachment:

Document files: Pdf, .doc,.xls, ppt, docx, xlsx, pptx, txt

Image files: Gif, jpg, jpeg, png

Video files: mpeg, avi, ri, wav, flv, rwf, rm, wmv, mp4, mov

Audio files: mp3

Note: Prefer Pdf and image files for upload to view in all standard mobile phones.

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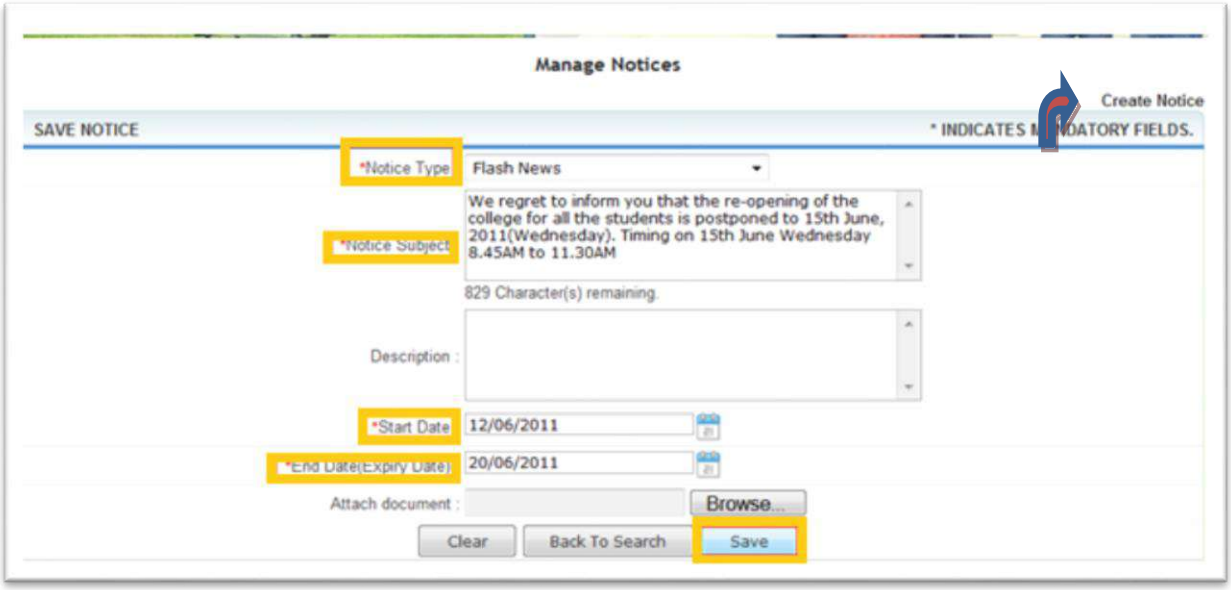
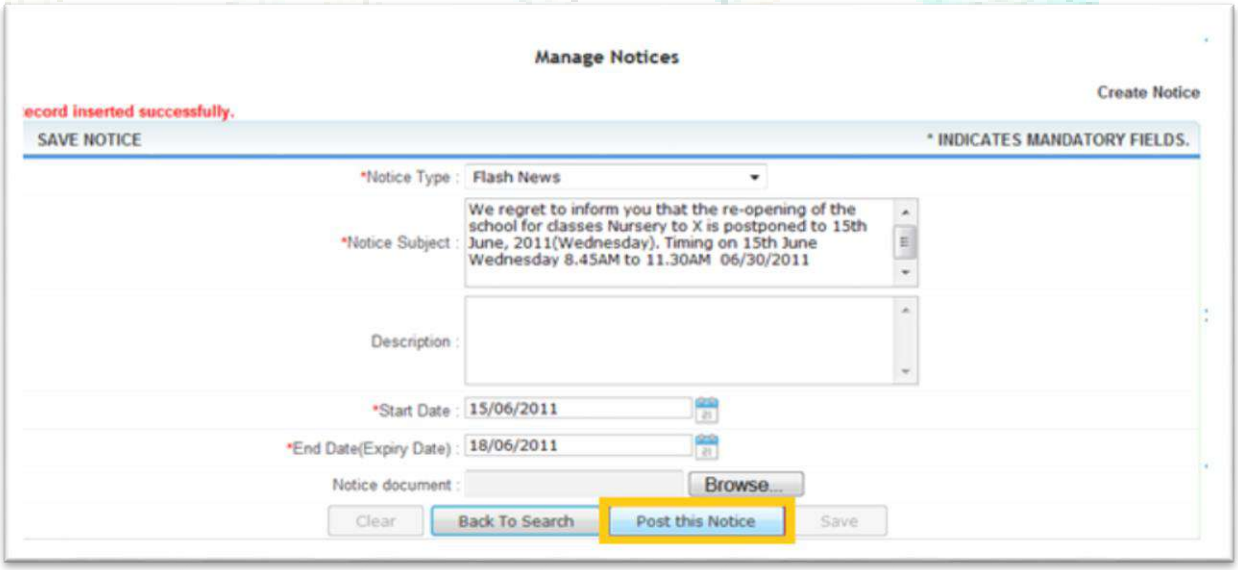
Validation: Maximum size for document upload is **5MB.**



"***Record inserted successfully" m***essage is shown on successful save operation. If data is missing for any of the mandatory fields an error is thrown.



Then click on **Post this Notice** to choose the group of users who should view the notice.

Filtering:

We can choose to who all the notice can be posted. It may be to **all Users, Role, Group, class, section or an individual.**

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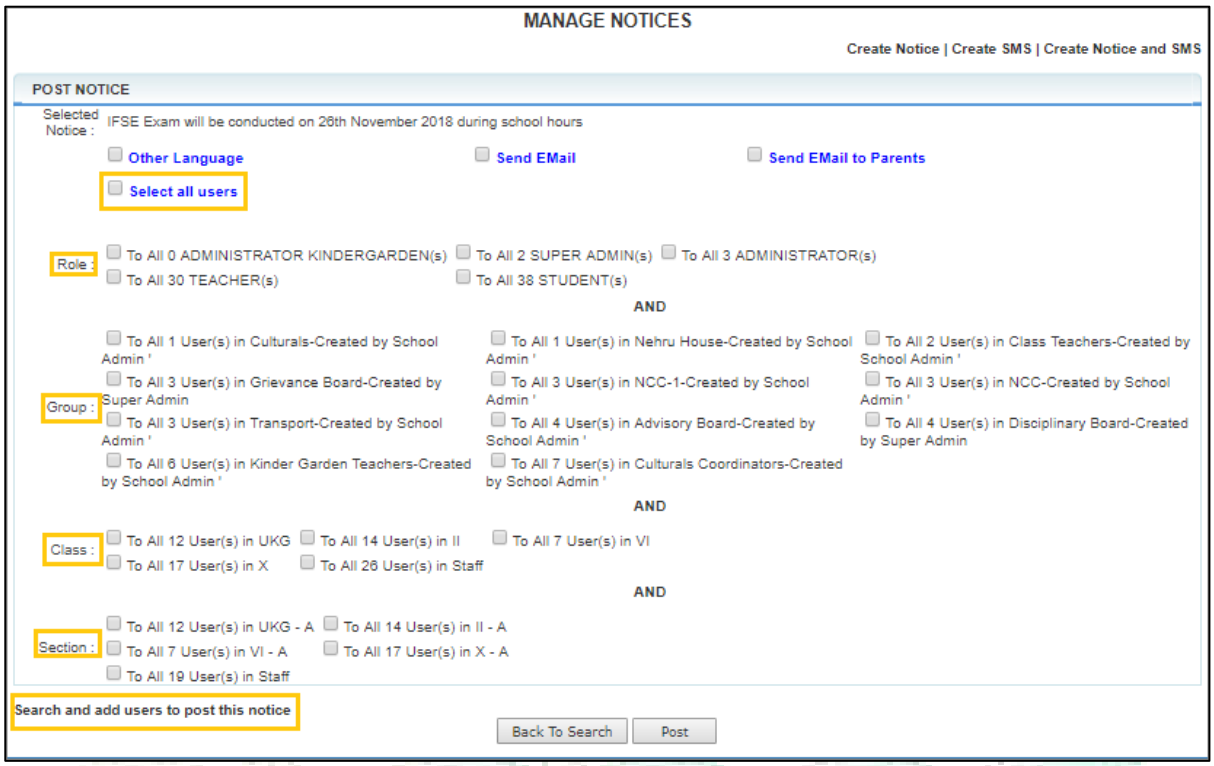
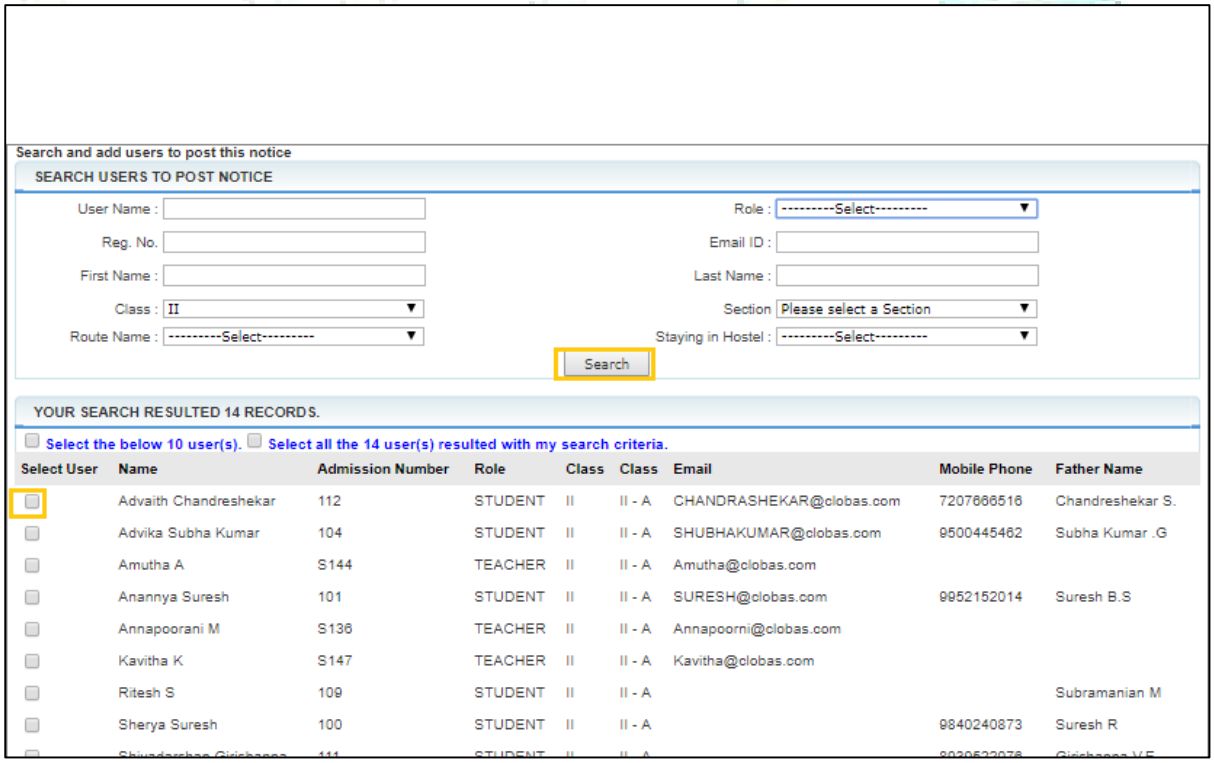
For creating a group, we need to create in Group Section in the left pane.



For posting for an individual, select **search and add users to post this notice**



Using the search filter, choose the users for posting the notice.

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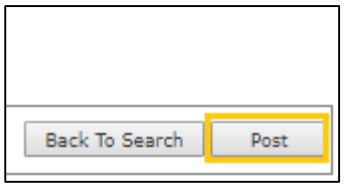
There are two buttons:

1. Back: Moves back to the previous page.

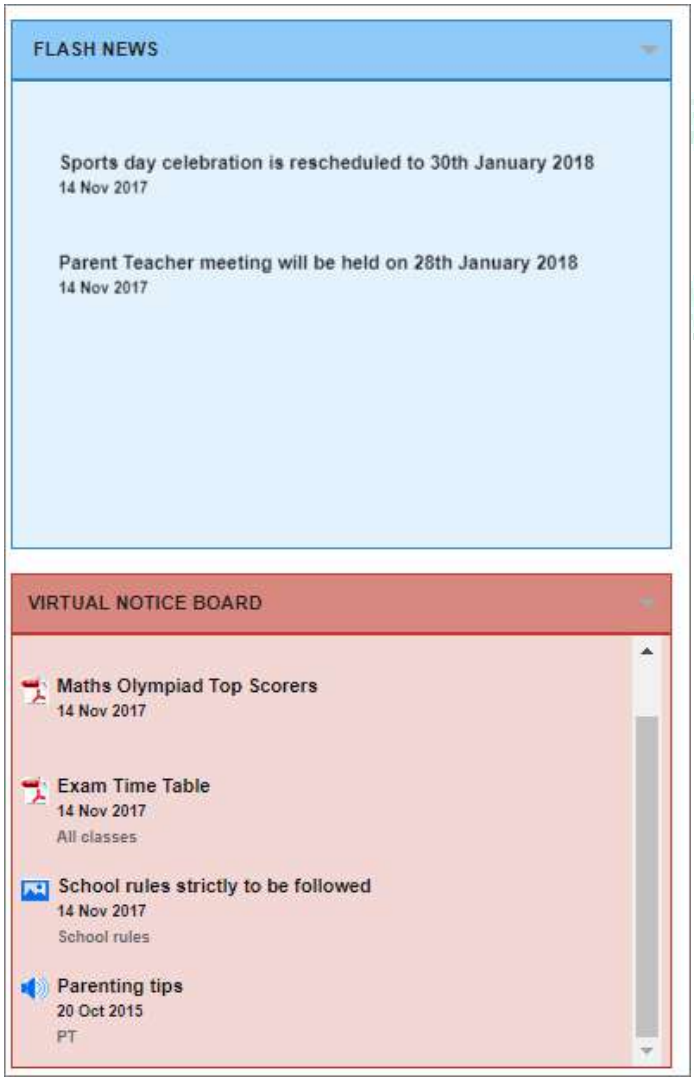
2. Post: Post the Notice to the selected users.



After Posting the notice, a push notification will be sent to the mobile App. It can be viewed in the Latest News Section in the mobile app and Web portal.

Notice Posted Successfully message will be shown after the created notice is posted to the users.

Home Page View:



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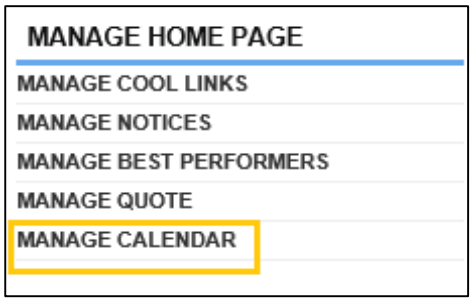
Manage Calendar

This screen is provided for the admin to mark the calendar for the important dates/events of an institution.

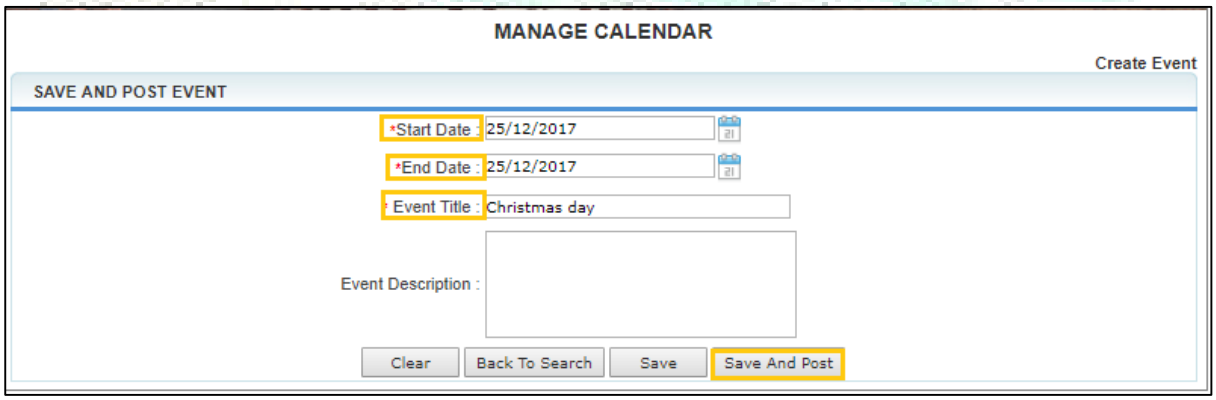
Select the month and click on Preview to view the events in a particular month already highlighted by the admin.



Admin Module -> Manage Homepage ->Manage Calendar

Create Event:

Click on create Event link shown on the right corner of the page to mark an event in the calendar



Select the **Event start date and end date, Event Title** and click on **Save** button to save the details**.** Then click on **Save and Post this Notice** to choose the group of users who should view the notice.

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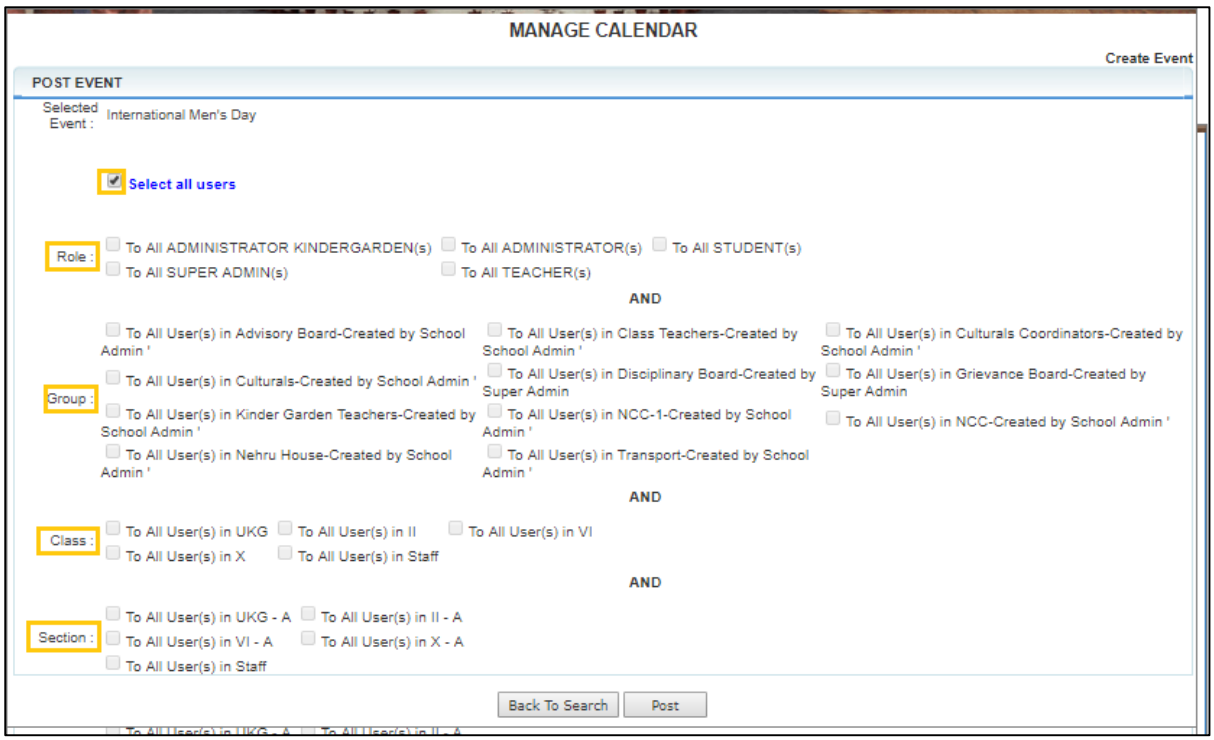
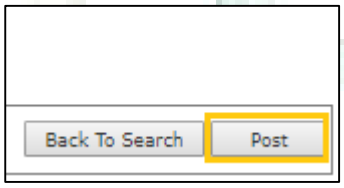


There are two buttons:

1. Back: Moves back to the previous page.

2. Post: Post the Notice to the selected users.



After posting the event, it can be viewed in the Calendar Section in the mobile app and Web portal.

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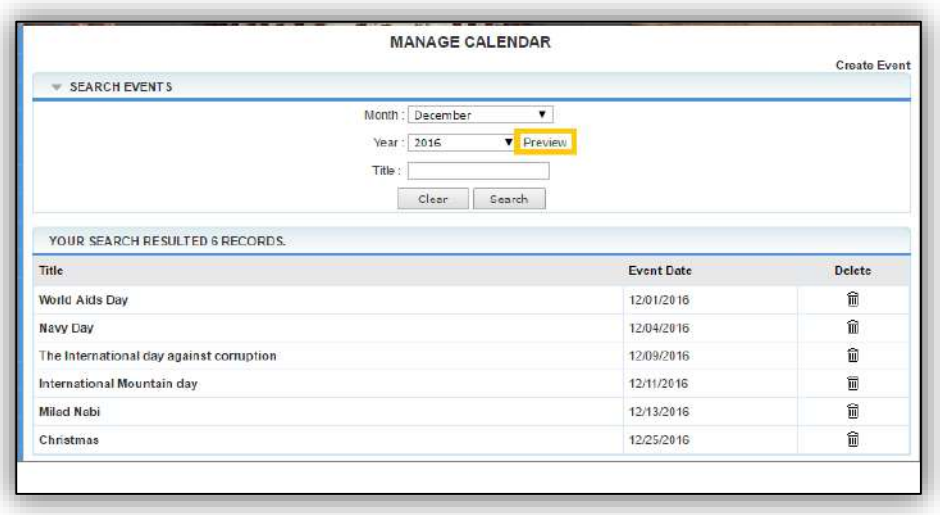
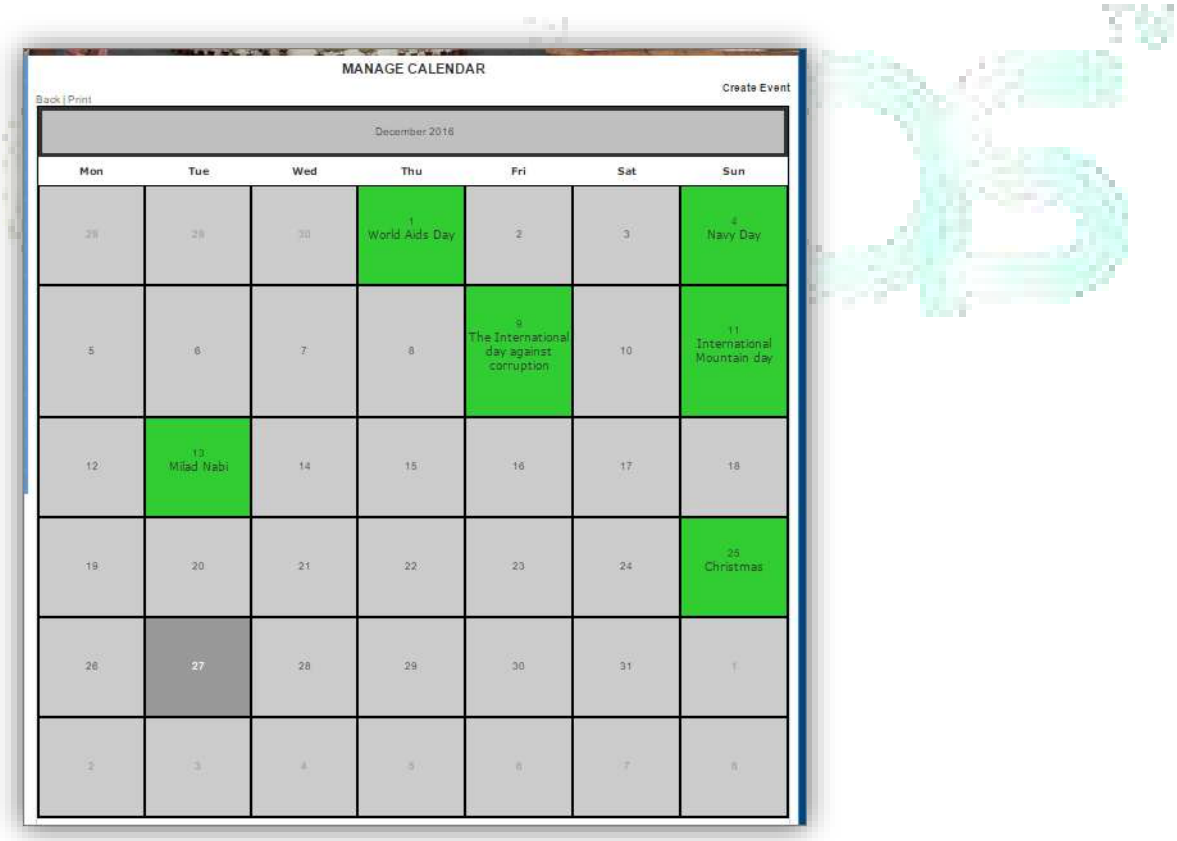
The created event can be viewed in **View Calendar** Screen.



When we select Preview option, we can see the list of events of the selected month as below.



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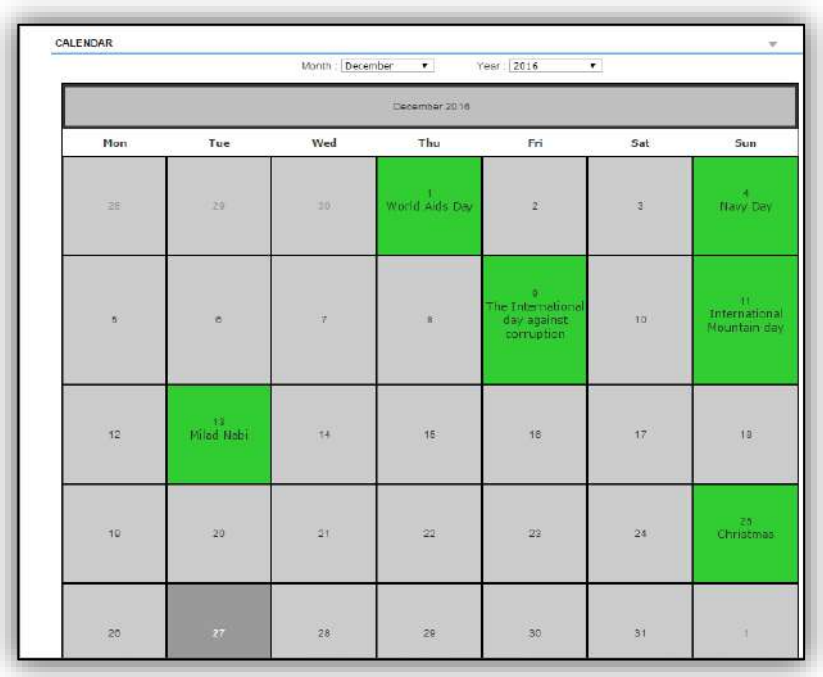
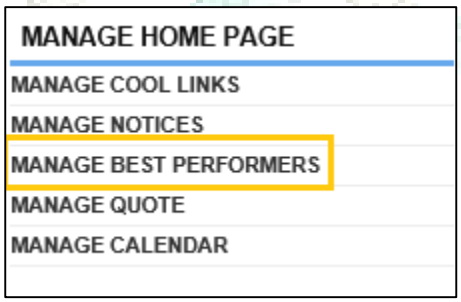
Home Page View:



Manage Best performer:

This screen is provided for the admin to create/update/delete/search the best performer in the institution.



Navigate through **Admin Module -> Manage Homepage - > Manage Best Performers**

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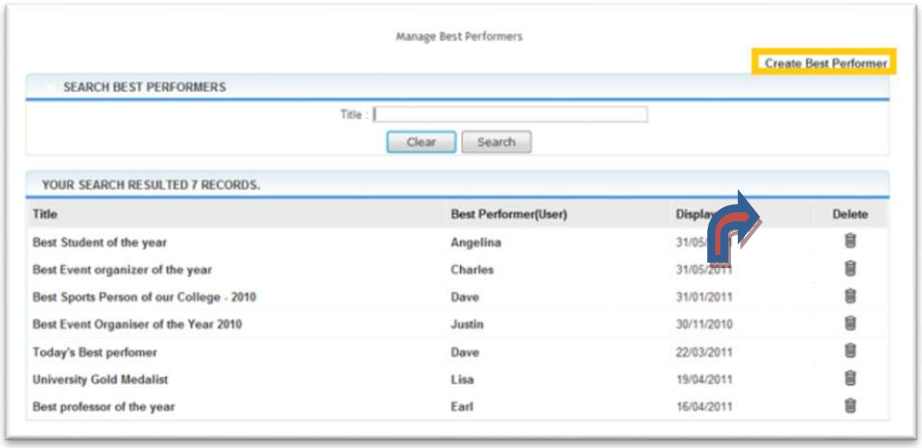
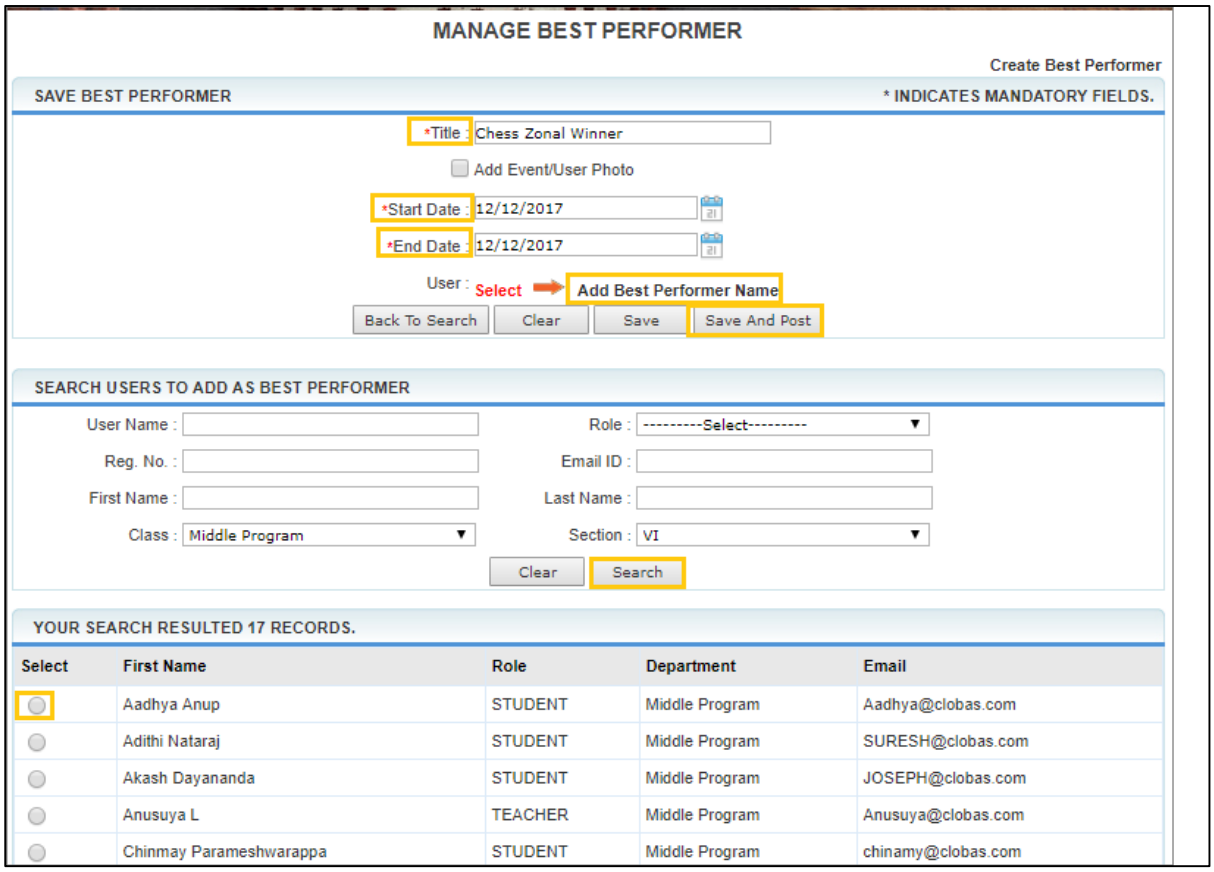


Enter the **title, start date, end date** and add the user by clicking on **Add best performer name**.

In the **search** screen select the **class, section /Role** to search the required user(s). Add the user by selecting the radio button against each student.



Then click on **Save and Post this Notice** to choose the group of users who should view the notice.

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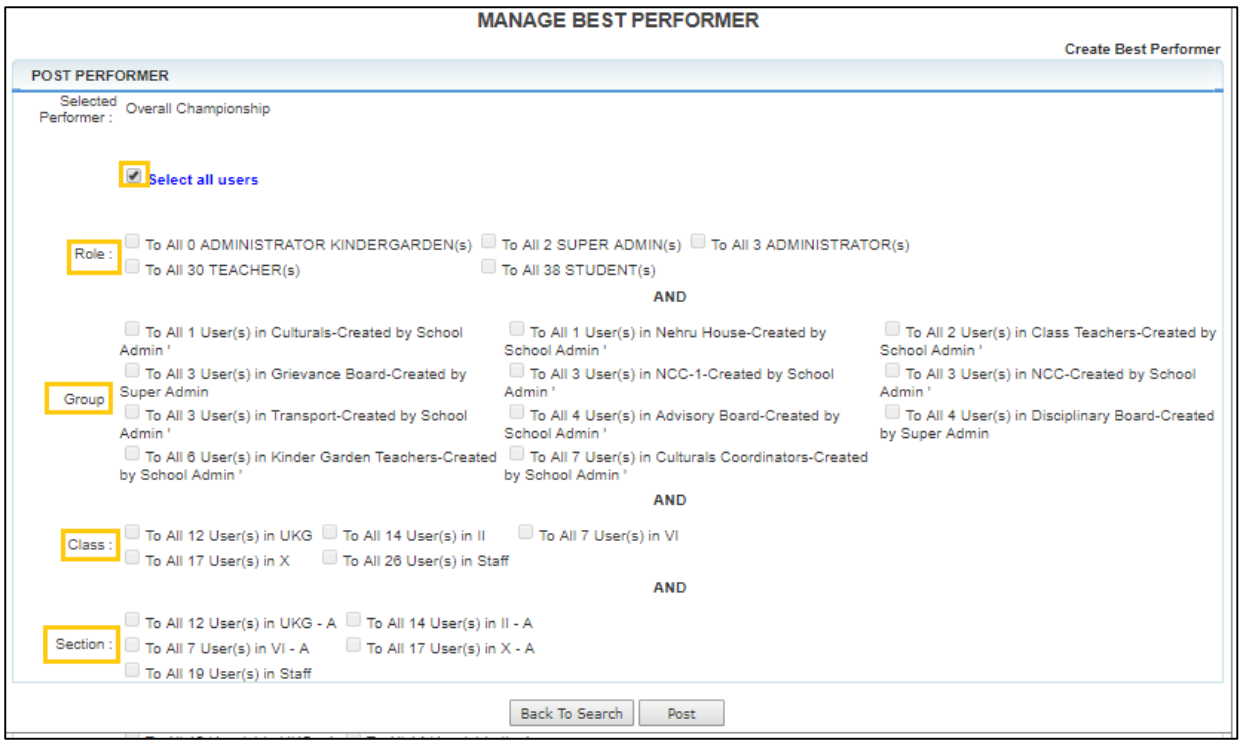
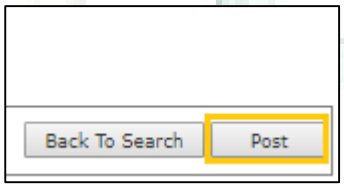


There are two buttons:

1. Back: Moves back to the previous page.

2. Post: Post the Notice to the selected users.



After Posting the notice, a push notification will be sent to the mobile App. It can be viewed in the Latest News Section in the mobile app and Web portal.

After selection click on save button You can get the message as "***Record inserted successfully.***"

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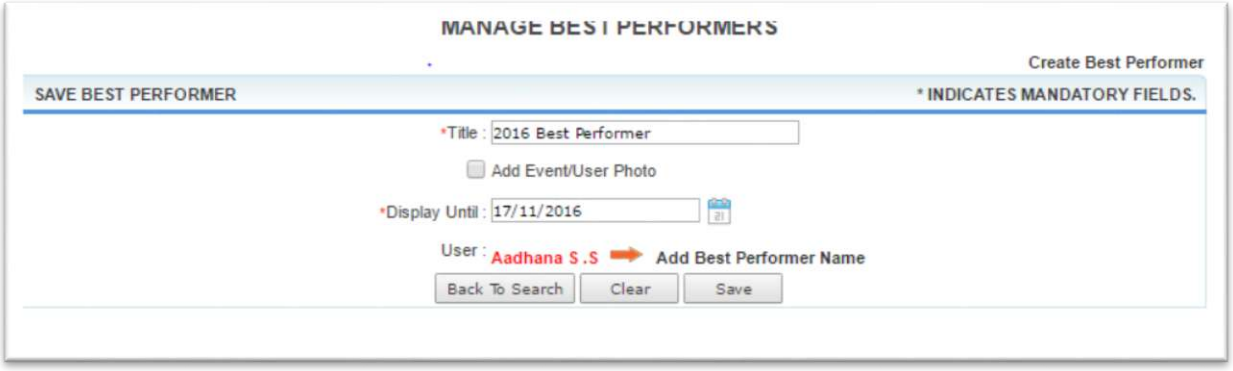
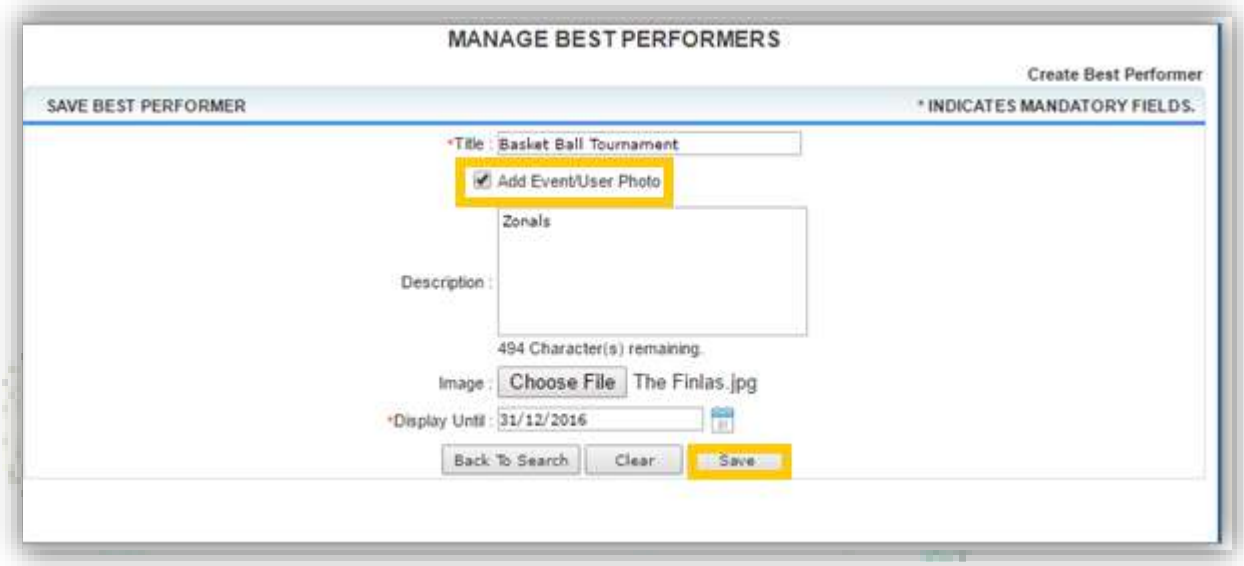


We can also add photos of events like basket- ball zonal tournament.



Home Page View:

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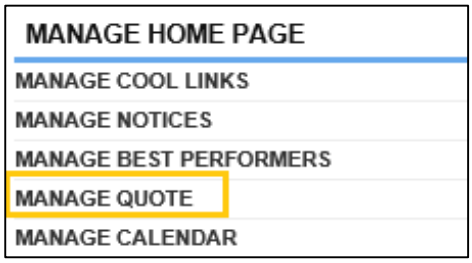
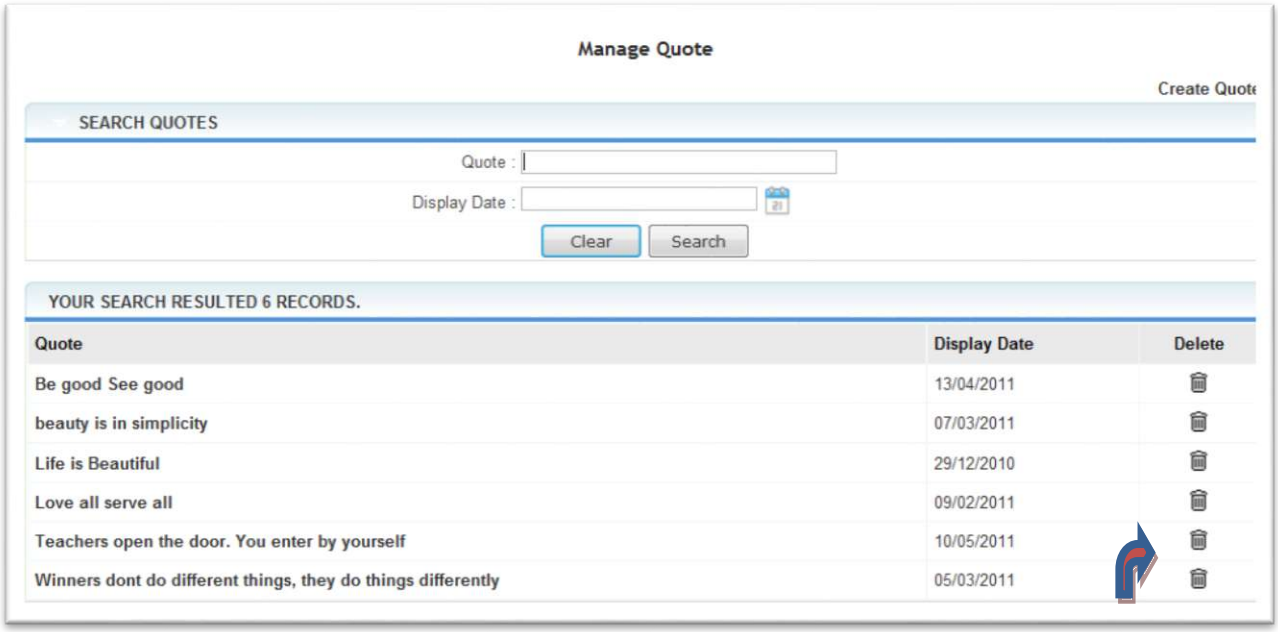
Manage Quote

This screen is provided to the admin to choose inspirational quotes to be displayed on the home page.

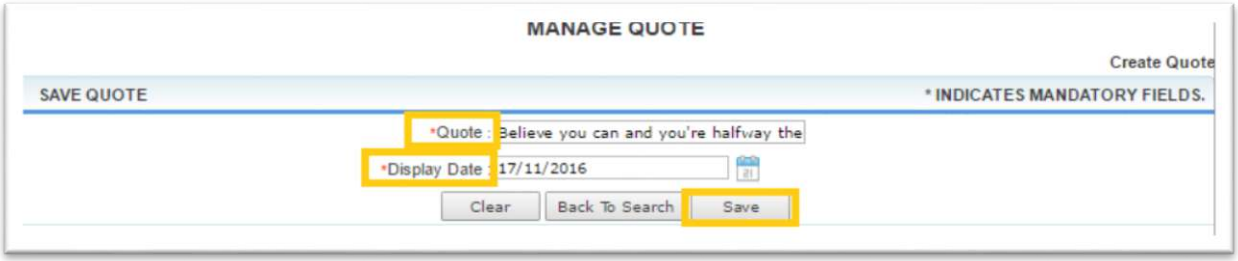


Navigate through **Admin Module -> Manage Homepage - > Manage Quote**

Click on **Create quote** in the below screen.



Enter the **quote, Display Date** and click on **save** button.



The entered quotation will be displayed on Home page. The Display Until date determines

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till when the given quote will be displayed.

Home Page View:

Today Quote will be Posted by School Admin.

Note: Teachers and Parents cannot have access to Post Home Page View

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Dashboard

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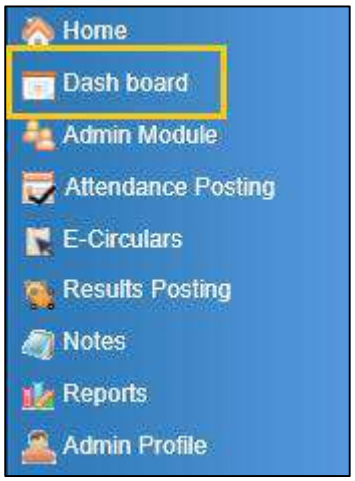
In the CLOBAS Web Portal, a new feature "**DASHBOARD**" is enabled, in the Menu bar, as highlighted below:



Navigate through **Left Pane -> Dashboard**

Sample screenshots are provided below for your ready references.

DASHBOARD FEATURES:

1. STUDENT COUNT AND DRILL DOWN REPORT

STUDENT COUNT AND DRILL DOWN REPORT

Boys : 53.36 % Girls : 46.64 %

Class	Boys	Girls	Total
LKG-A	13	18	31
LKG-B	12	19	31
UKG-A	18	16	34
UKG-B	17	15	32
I-A	13	16	29
I-B	11	16	27
II-A	13	19	32
II-B	15	17	32
III-A	17	19	36
III-B	20	17	37

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Student Count and Drill Down Report provides the Total Students count based on Gender and Class. We can drill down the student's list by clicking any of the values displayed – which opens a new page with the details of the selected criteria. We can view the complete details of the student by clicking the student's name.

2. FEEDBACK DETAILS REPORT

FEEDBACK DETAILS REPORT

Responded : 50.00 % **Not Responded : 50.00 %**

Class	Today	So far	Responded	Not Responded
I	0	1	0	1
II	0	3	1	2
III	0	1	0	1
VI	0	1	0	1
VII	0	2	0	2
VIII	0	2	1	1
IX	0	4	3	1
XI	0	4	3	1
XII	0	1	0	1
Total	0	26	13	13

Feedback Details Report provides a snapshot of the total feedbacks posted by the Students/ Parents for today and so far, we can also view the number feedbacks which are responded and not responded by the school, on click of the values displayed –a new page with respective details of the selected criteria will be displayed

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3. **ATTENDANCE DETAILS REPORT**

ATTENDANCE DETAILS REPORT

Present : 92.05% **Absent : 7.95 %**

Class	Boys Present	Girls Present	Absent	Total
LKG-A	12	18	1	31
LKG-B	12	17	2	31
UKG-B	16	10	6	32
I-A	13	13	3	29
I-B	10	15	2	27
II-A	12	17	3	32
II-B	13	17	2	32
III-A	16	17	3	36
IV-B	16	13	5	34
IV-A	12	20	3	35

Attendance Details Report provides a snapshot of the overall attendance percentage of the school for the current date. We can view the total count based on Gender and Class - on click of the values displayed –a new page with respective details of the selected criteria will be displayed - We can view the complete details of the student by clicking the student's name

4. **ATTENDANCE POSTED STATUS REPORT**

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ATTENDANCE POSTED STATUS REPORT

Posted : 65.63 % **Not Posted : 34.38 %**

Class	Class Teacher	Posted
LKG-A	Mumtaj	✔
LKG-B	Grace Kani B	✔
UKG-A	Raji	✖
UKG-B	Uma Maheswari	✔
I-A	Ramani M	✔
I-B	Muthulakshmi E	✔
II-A	Muthu Meenakshi	✔
II-B	Santhi V K	✔
III-A	Francispushpamonisha	✔
III-B	Uma C	✖

Attendance Posted Status Report provides details of the attendance posted status, whether the attendance is posted for today's date or not for all the Classes

5. TOP PERFORMER

TOP PERFORMER

Exams : Mid Term Test - Class : ---------Select-

Class	Above 90%	80% - 89.99%	70% - 79.99%
LKG	9	17	7
UKG	71	18	4
I	7	10	15
II	3	7	13
III	0	8	6
IV	1	4	10
V	6	15	21
VI	4	7	9
VII	9	20	20
VIII	12	13	6

Top Performer report provides the information of the Top Students from the Classes based upon the selection of “Exams” and “Class “. - On click of the values displayed –a new page with respective details of the selected criteria will be displayed - We can view the complete details of the student by clicking the student’s name

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6. ATTENTION REQUIRED

ATTENTION REQUIRED

Exams : July Test ▼ Class : ---------Select- ▼

Class	40% - 50%	30% - 39.99%	Below 29.99%
I	8	1	1
VII	2	0	0

Attention Required report provides the information of the attention required students who have secured minimum marks based on the specified mark ranges - On click of the values displayed –a new page with respective details of the selected criteria will be displayed - We can view the complete details of the student by clicking the student's name

7. MOBILE APP INSTALLATION DETAILS

MOBILE APP INSTALLATION DETAILS

Installed : 51.75 % **Not installed : 48.25 %**

Role Name	Installed Today	Installed So far	Not Installed	Total
ADMINISTRATOR	0	1	1	2
Non Teaching	0	2	10	12
PARENT	0	0	0	0
STUDENT	0	375	369	744
Super Admin	0	2	0	2
TEACHER	0	35	7	42
Total	0	415	387	802

Mobile App Installation report provides the total number of users who have installed and not installed the Mobile App based on their roles. We can drill down further by selecting the count adjacent to the role. - On click of the values displayed –a new page with respective details of the selected criteria will be displayed - We can view the complete details in this

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report

8. TODAY MOBILE APP LOGIN USER DETAILS

TODAY MOBILE APP LOGIN USER DETAILS

Logged : 6.73 % **Not Logged : 93.27 %**

Role Name	Total	Logged	Not Logged
ADMINISTRATOR	2	0	2
Non Teaching	12	0	12
PARENT	0	0	0
STUDENT	744	33	711
Super Admin	2	0	2
TEACHER	42	21	21
Total	802	54	748

Today Mobile App Login User Details report provides the total number of users who have logged into and not logged into the mobile app for Today. On click of the values displayed –a new page with respective details of the selected criteria will be displayed - We can view the complete details in this report

9. TODAY'S BIRTHDAY

TODAY'S BIRTHDAY

Name : Saktai padma S
Class : X
Section : X-A
Role Name : STUDENT

Name : Sri ram R
Class : III
Section : III-B
Role Name : STUDENT

Information about the list of users, who have birthday today will be available

10. RESULTS NOT PUBLISHED STATUS

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RESULTS NOT PUBLISHED STATUS

Exams : ---------Select- ▼ Class : ---------Select- ▼

Class	Subject	Exam	Teacher
PRE KG-C	ENGLISH	Mid Term 1	Shree Aparna Vaishnavi D
UKG-A	READING	Mid Term 1	
UKG-B	ENGLISH	Mid Term 1	Pradha , Uma Natarajan R
UKG-B	READING	Unit Test 1	
I-A	HINDI	Unit Test 1	Leena H Bhatt
I-A	HINDI	Unit test 2	Leena H Bhatt
I-A	HINDI	Unit Test 3	Leena H Bhatt
I-A	GENERAL KNOWLEDGE	Unit Test 1	Sri Rajalakshmi

Provides the Result posted status, whether the results are posted for all subjects or not – based upon the selected criteria – "Exams "and "Class "

11. ASSET REPORT

a. ASSET SERVICE DUE FOR THE MONTH

ASSET SERVICE DUE FOR THE MONTH

Asset Name	Service Date
Projector	03/10/2018

Provides a view of Service Due date of all assets of the current month.

12. TRANSPORT

a. BUS DOCUMENT EXPIRY FOR THE MONTH

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BUS DOCUMENT EXPIRY FOR THE MONTH

Vehicle Reg.No	Document Name	Expiry Date
TM-07-1991	Insurance Certificate	31/10/2018
TN-07-9988	Pollution Certificate	29/10/2018

Provides the next service/renewal date of all buses that are due for expiry in the current month.

13. FEE STATUS REPORT

FEE STATUS REPORT

Percentage of students paid : 18.17 % **Percentage of students not paid : 81.83 %**

Class	Total	Fee Paid	Fee Not Paid	Total Amount	Paid Amount	Remaining
LKG-A	31	10	21	318911	202262	116649
LKG-B	31	7	24	386105	247385	138720
UKG-A	33	14	19	342365	224912	117453
UKG-B	32	7	25	418305	220400	197905
I-A	29	7	22	396890	215545	181345
I-B	27	4	23	399986	248899	151087
II-A	32	6	26	472775	260525	212250
II-B	32	8	24	470080	293488	176592

Provides details of the total percentage of students who have paid and have not paid the fees. We can view the total Students count based on the Class. We can drill down the student's name by selecting the count adjacent to the class. We can view the complete details of the student by clicking the students name. We can also view the total amount collected, pending for each class.

PLEASE NOTE:

1) **Dashboard feature will be visible ONLY to the roles - ADMIN/ MANAGEMENT/ PRINCIPAL**
2) **Asset/Transport / Fees Status Reports will be available ONLY if the feature is requested by the Client and enabled by CLOBAS**
3) **Please ensure the POP-UP window is enabled in your browser to display the detailed report pages in a new window**

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Create E-Circulars

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Description:

This module allows user for creating E-Circulars.

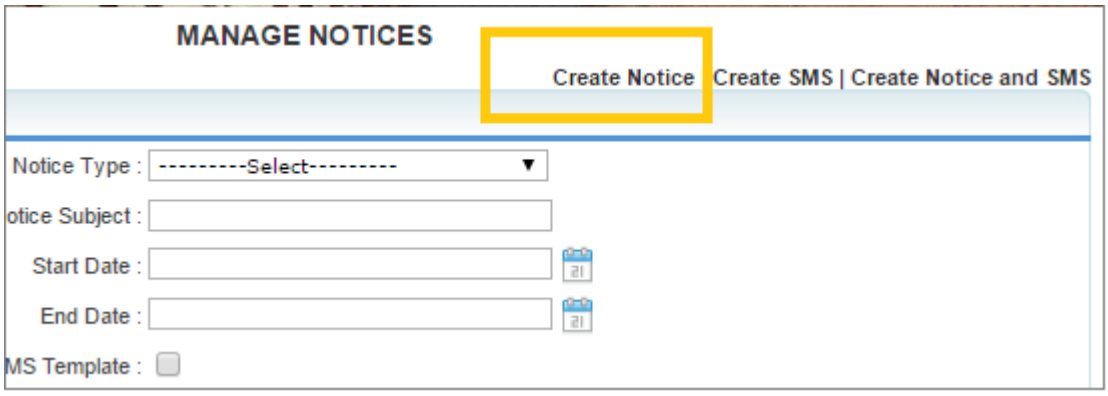
Steps for creating an e-circular is listed below:

1. Select Manage Notices from Manage Home Page Section.

Create E circular:

Navigation **Admin Module -> Manage Home Page -> Mange Notices**

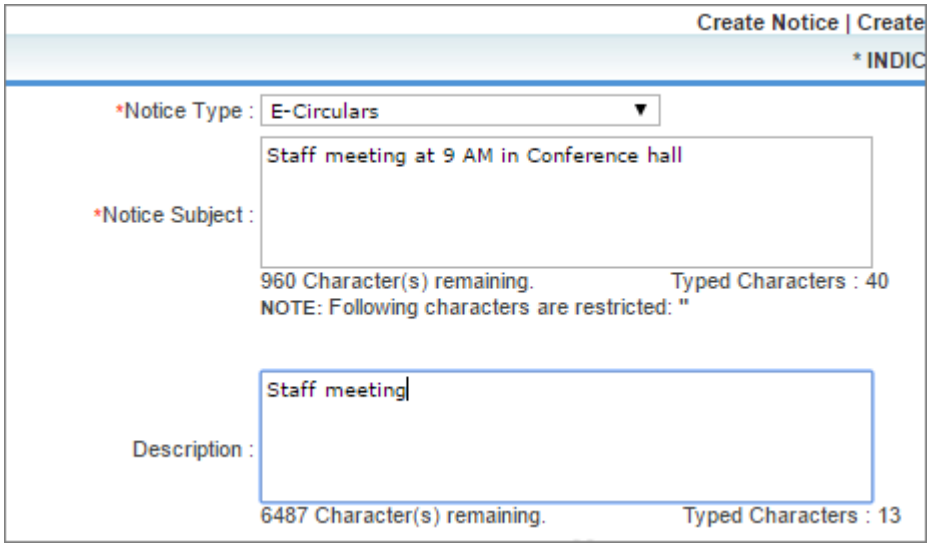
3. **Create**-Select 'Create Notice' section for creating a new E circular.



4. Select 'Notice type' as E- Circular.

Notice Subject: Enter the subject for the Circular.

Description: Enter the description for the Circular.



5. Select Start date and end date, as till when the Circular will be valid.

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Attach Document: We can attach any document (Word, Excel, Image, etc...) from our desktop to the portal.

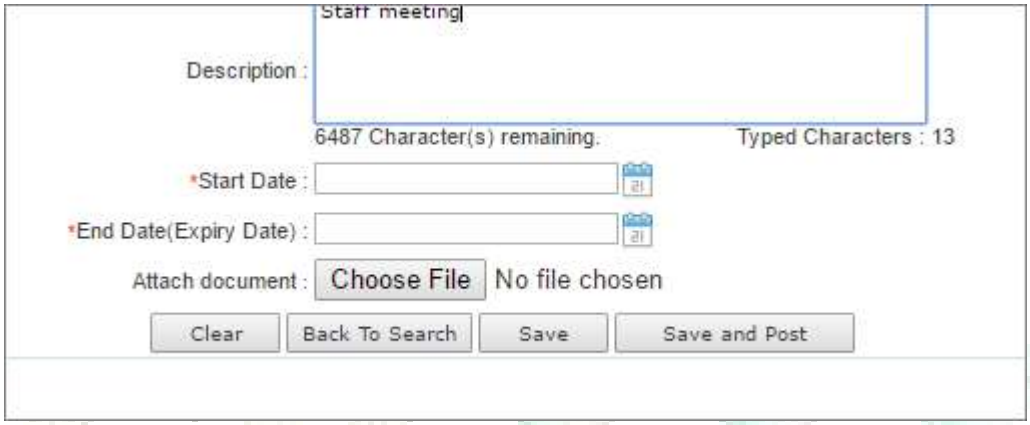
There are four buttons:

1. Clear: Resets all the data.

2. Back to Search: Moves back to the previous menu.

3. Save: Saves the E-circular but will not be posted (like Draft).

4. Save and Post: Saves and post the E-circular.



Filtering:

We can choose to who all the notice can be posted. It may be to **all Users, Role, Group, class, section or an individual.**

For creating a group, we need to create in Group Section in the left pane.

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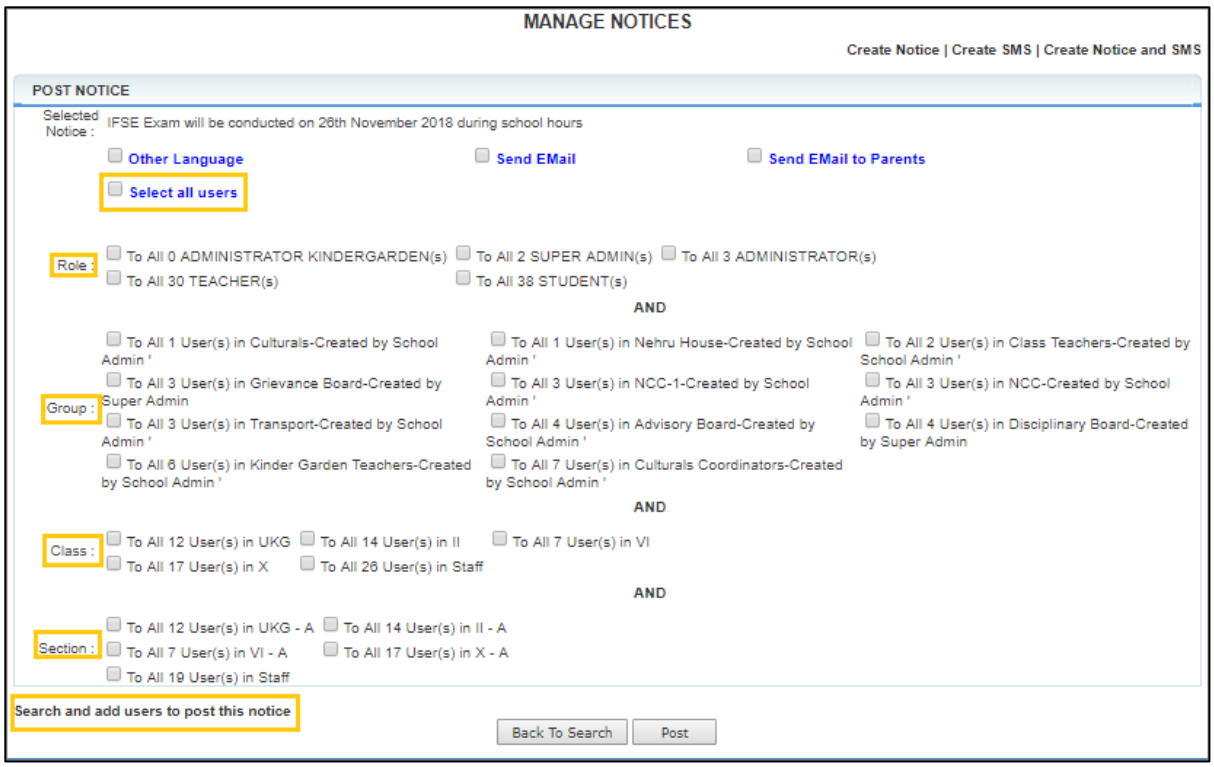
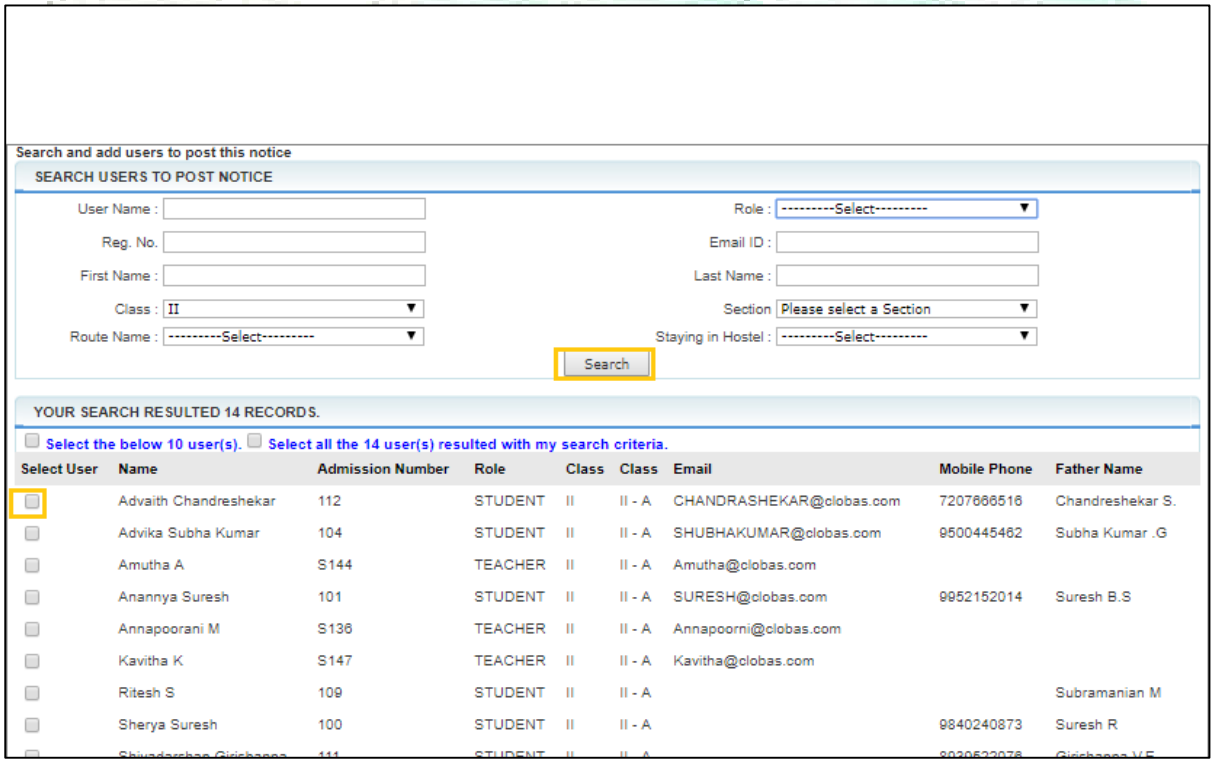


For posting for an individual, select **search and add users to post this notice**



Using the search filter, choose the users for posting the notice.

There are two buttons:

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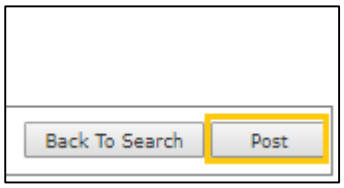
1. Back: Moves back to the previous page.

2. Post: Post the Notice to the selected users.



After posting the notice, a push notification will be sent to the mobile App. It can be viewed in the E-Circular Section in the mobile app and Web portal.

Update and Delete E-Circular:

7. For updating, similarly click on **Manage Notices** from Manage Home Page Section.

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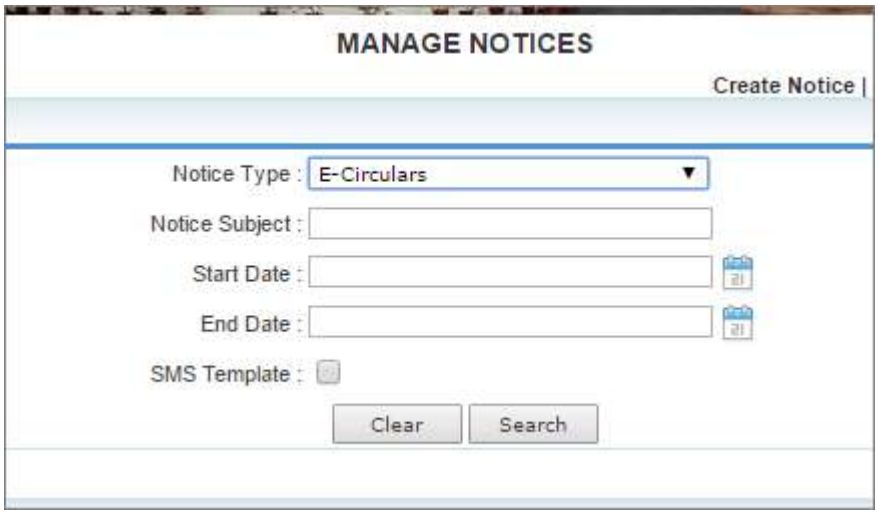
8.Select 'Notice Type' as E circulars and click Search.



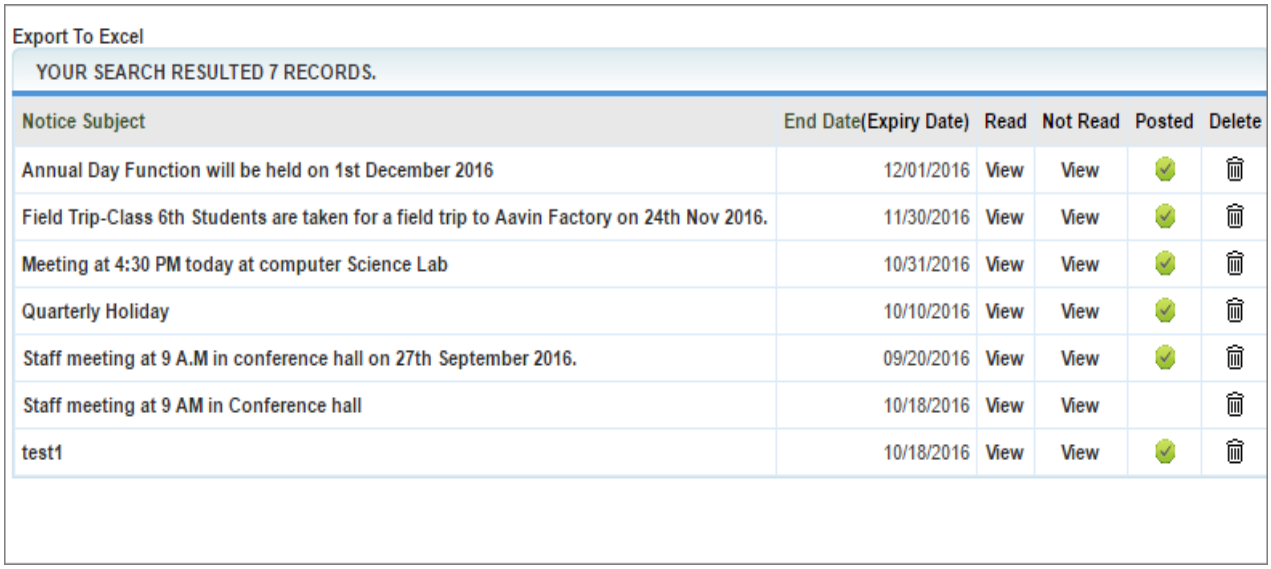
Update- For updating/modifying the e-circular click on the Subject that needs to be changed.

Delete- Click on the bin image for the selected e-circular.

Read-Users who have read the post will be displayed

Not Read- Users who have not read the post will be displayed

Posted- Whether the notice is posted or not.



Notice Subject	End Date(Expiry Date)	Read	Not Read	Posted	Delete
Annual Day Function will be held on 1st December 2016	12/01/2016	View	View	✓	🗑
Field Trip-Class 6th Students are taken for a field trip to Aavin Factory on 24th Nov 2016.	11/30/2016	View	View	✓	🗑
Meeting at 4:30 PM today at computer Science Lab	10/31/2016	View	View	✓	🗑
Quarterly Holiday	10/10/2016	View	View	✓	🗑
Staff meeting at 9 A.M in conference hall on 27th September 2016.	09/20/2016	View	View	✓	🗑
Staff meeting at 9 AM in Conference hall	10/18/2016	View	View		🗑
test1	10/18/2016	View	View	✓	🗑

9. We can update or modify the notice.

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There are five buttons below:

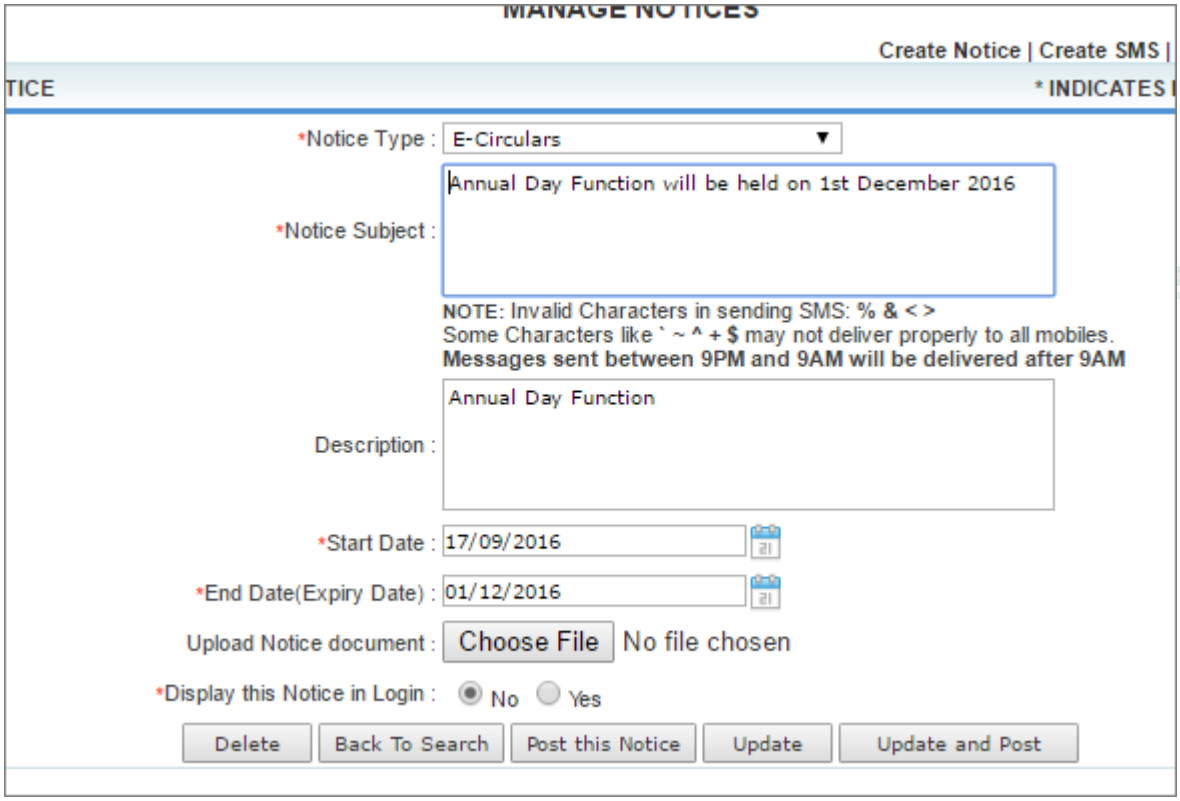
Delete: It deletes the notice.

Back to Search: Moves back to the previous menu.

Post this notice: Notice won't be updated, instead we can select the users who can view the notice.

Update: We can update the notice but will not be posted.

Update and Post: We can update and post to the notice, then select the users who can view the notice.



Read and Not Read:

We can check which user has read the E-circular and who has not read.

We just need to click on the view button adjacent to the circular to check.

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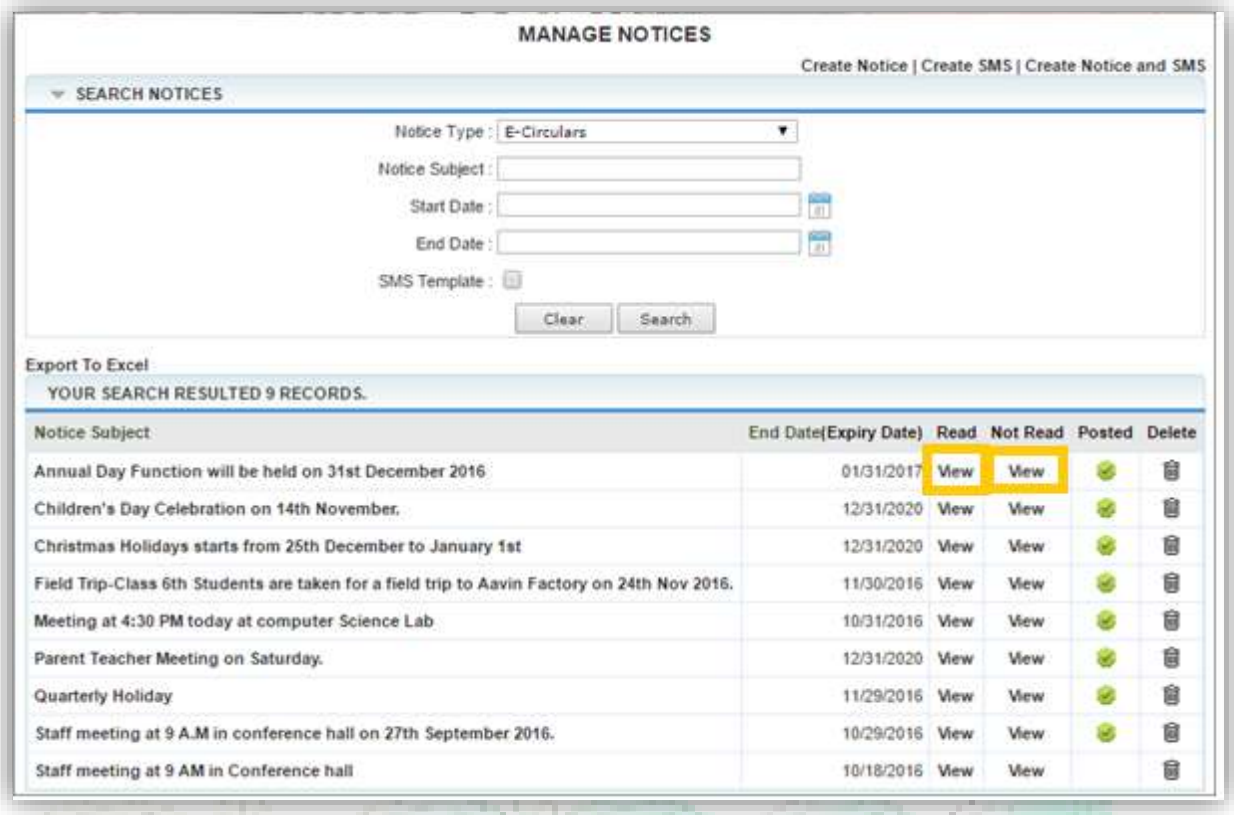
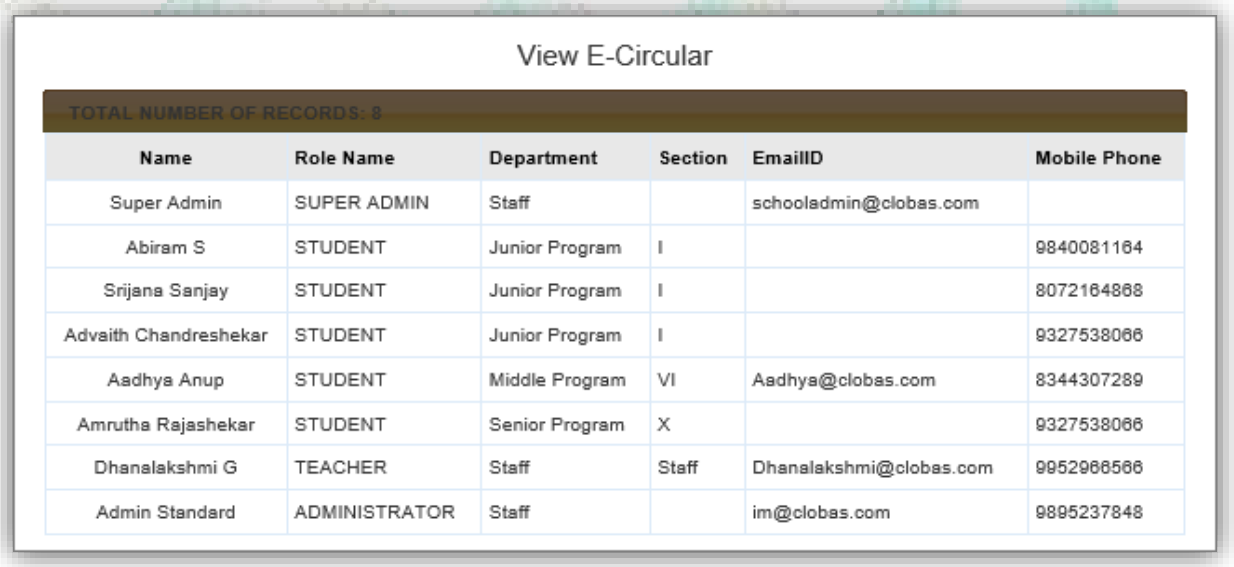


Below Screen shows the list of users who have read the circular.



View E-Circular

TOTAL NUMBER OF RECORDS: 8

Name	Role Name	Department	Section	EmailID	Mobile Phone
Super Admin	SUPER ADMIN	Staff		schooladmin@clobas.com	
Abiram S	STUDENT	Junior Program	I		9840081164
Srijana Sanjay	STUDENT	Junior Program	I		8072164868
Advaith Chandreshekar	STUDENT	Junior Program	I		9327538066
Aadhya Anup	STUDENT	Middle Program	VI	Aadhya@clobas.com	8344307289
Amrutha Rajashekar	STUDENT	Senior Program	X		9327538066
Dhanalakshmi G	TEACHER	Staff	Staff	Dhanalakshmi@clobas.com	9952966566
Admin Standard	ADMINISTRATOR	Staff		im@clobas.com	9895237848

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Photo Gallery

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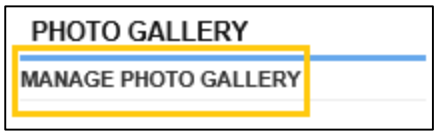
Institutes can upload photographs of their annual day, sports meet, picnic, fresher's day party etc., which can be viewed by their students, Staffs etc.

We can Upload Photos in Manage Photo Gallery that can be reflected on Left Menu-Photo Gallery. It can be viewed by end users of an organization.

There are 2 sections:

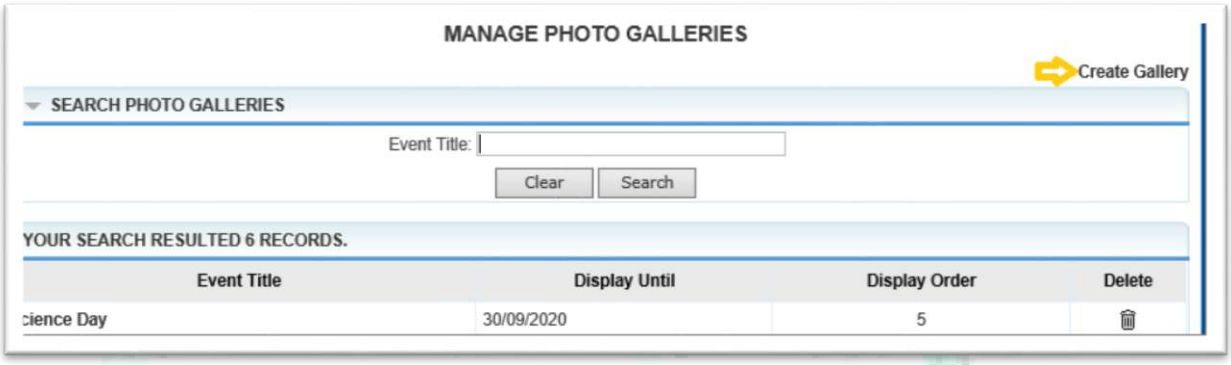
Manage Photo Gallery

This Module is used for Admin to Upload School Related Photos.



Admin Module -> Gallery-> Manage Photo Gallery

To create new gallery, click the link Create Gallery



For example, enter the title as Pongal Celebrations, display until means until the gallery will be available up to that date. click on Save button.

1. To add photos to the gallery, click the link Add Photo.

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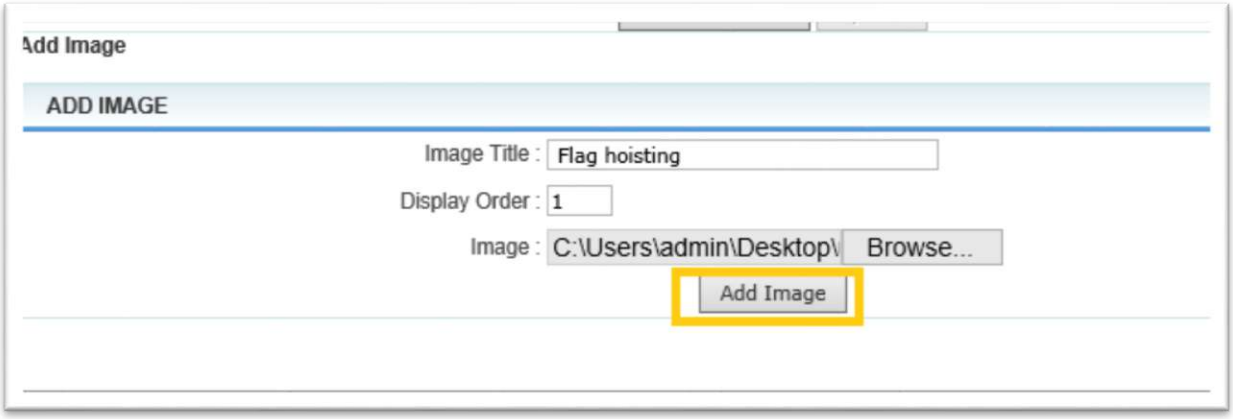
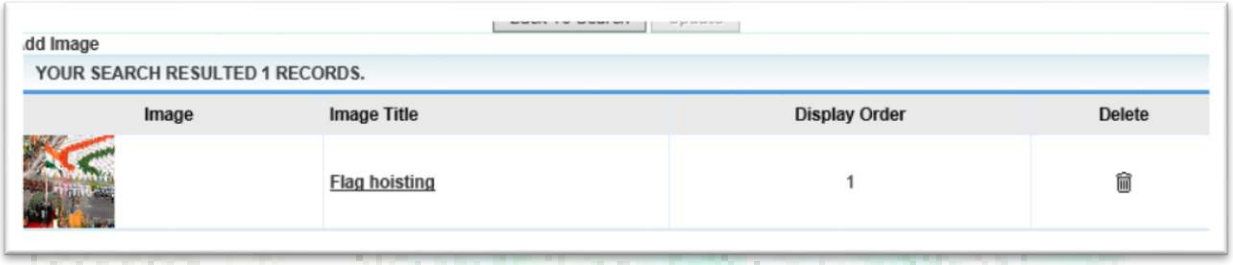


2. Enter the photo title, browse the image (where the image resides) and click on Add Image.



A photo is added to the album, likewise repeat the steps 1 & 2 to add few more photos.

Filtering:

click on Save and Post button.

Then click on **Save and Post this Notice** to choose the group of users who should view the photos.

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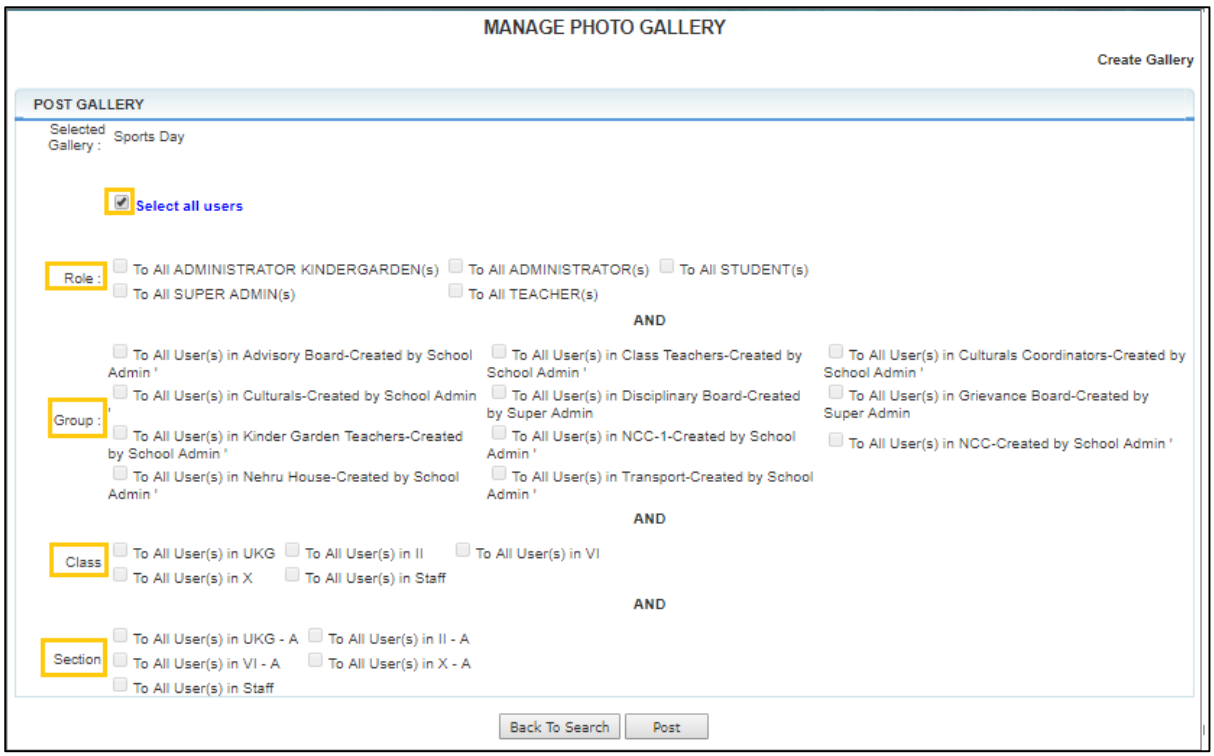
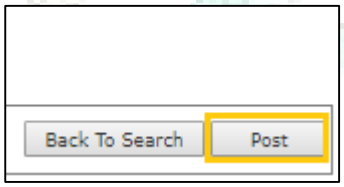


There are two buttons:

1. Back: Moves back to the previous page.

2. Post: Post the Notice to the selected users.



After Posting the photos, it can be viewed in the Photo Gallery in the mobile app and Web portal.

Validation: Maximum size for image upload is 500kb.

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Video Gallery

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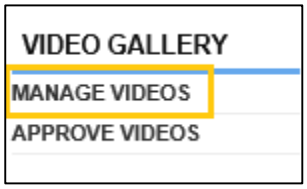
Description:

Under this module, Any YouTube uploaded videos by school such as Sports Day function or Annual Day function etc can be embedded, so that, intended users can watch video without going to YouTube site.

We can Upload Photos in Manage Video Gallery that can be reflected on Left Menu-Video Gallery. It can be viewed by end users of an organization.

Manage Videos:

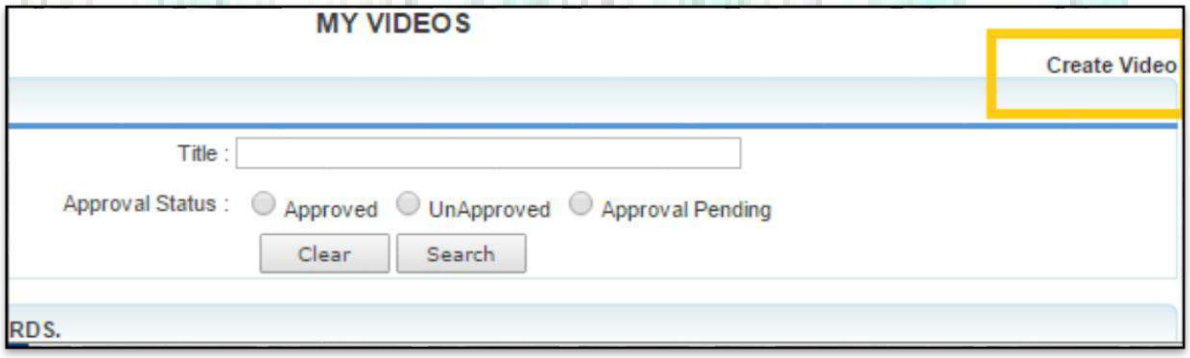
Steps for uploading videos in campus tube is listed below:



Navigate through **Admin Module ->Video Gallery -> Manage Video Gallery.**

Create Video:

2. **Create**-Select Create Video in the top right corner for creating a new video.



3. Title-Enter a suitable title for the video.

You tube Code-Enter the YouTube code (Code which comes after the'=' symbol) of the video.

You tube code example: www.youtube.com/watch?v=1v3xz9UyEeQ

4. There are three buttons

1. Clear: Resets the data.

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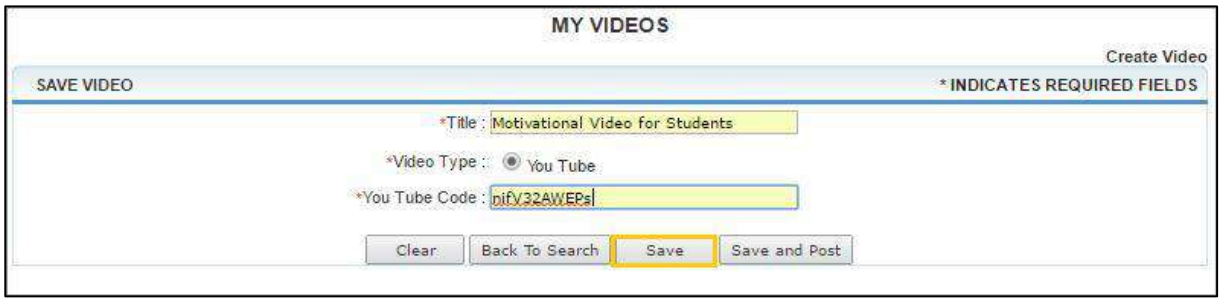
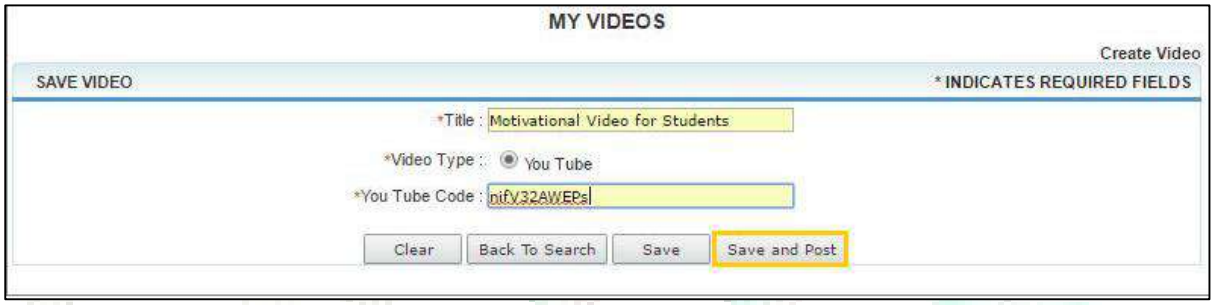
2. Back to Search: Moves back to the previous page.

3. Save: Saves and creates the video.

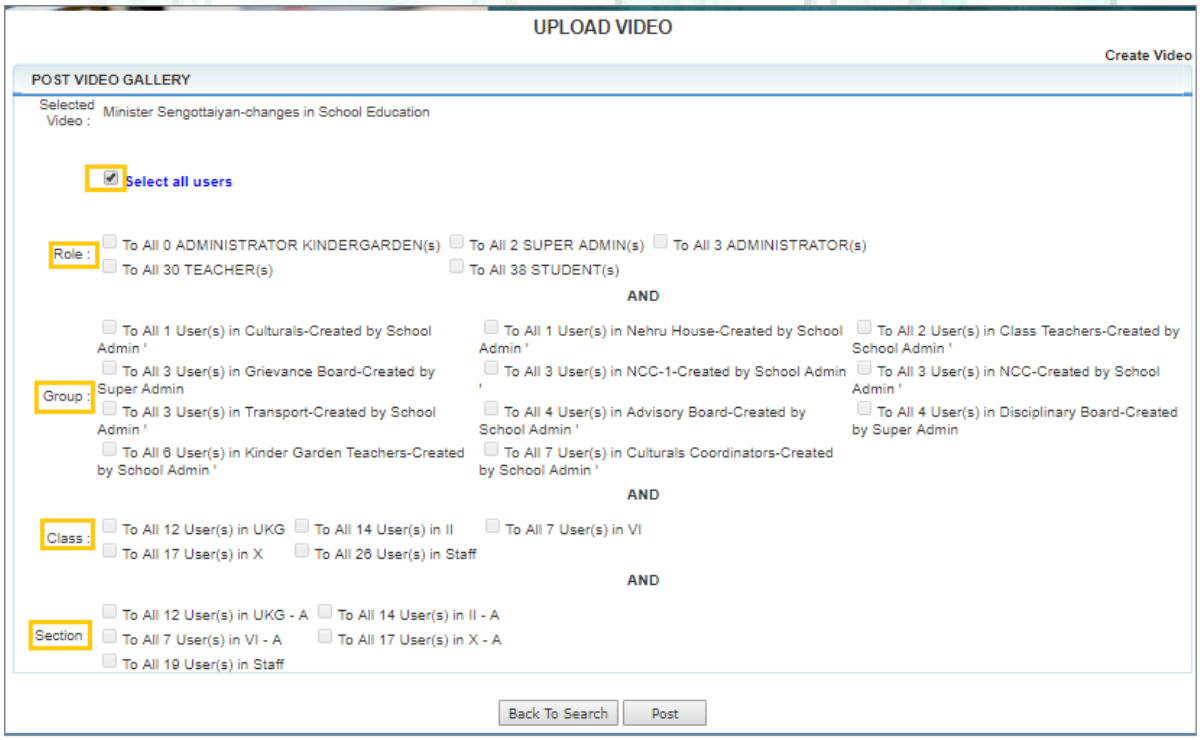


Filtering:

Click on Save and Post button.



Then click on **Save and Post this Notice** to choose the group of users who should view the videos.



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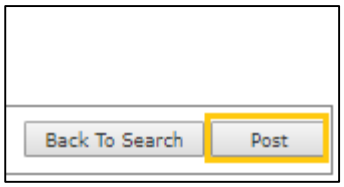
There are two buttons:

1. Back: Moves back to the previous page.

2. Post: Post the Notice to the selected users.



After Posting the notice, a push notification will be sent to the mobile App. It can be viewed in the Latest News Section in the mobile app and Web portal.

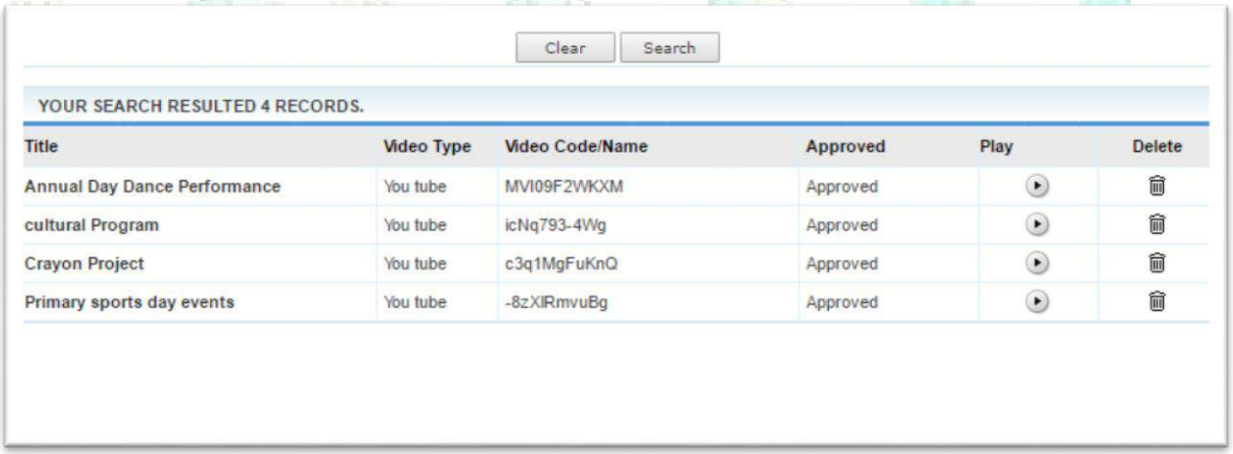
Update and Delete Video:

4. For updating, similarly click on **Manage Video Gallery.**

5. **Update**- For updating/modifying the video click on the Subject that needs to be changed.

   Delete- Click on the bin image for the selected video.

   Play- Plays the video.



Search Videos:

6. Select Video Gallery from the left menu.

7. We get the list of videos uploaded by other users.

We can press the play button to view the video.

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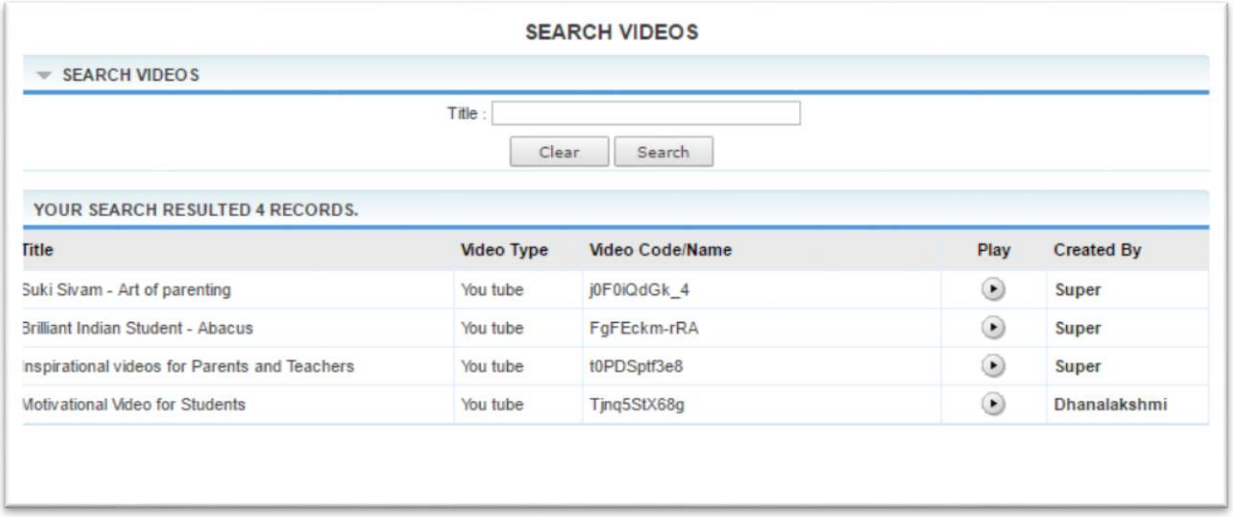

Approve videos

NOTE: Videos posted by other users should be approved by the admin.

Only after approval the video will be visible to other users.

In this page we can find the list of videos uploaded by other users.

Play- Plays the video.

Created by-The user who created the video.

*To approve the video, we need to select the **subject of the video**.*

Navigate through **Admin Module ->Video Gallery -> Approve Videos.**

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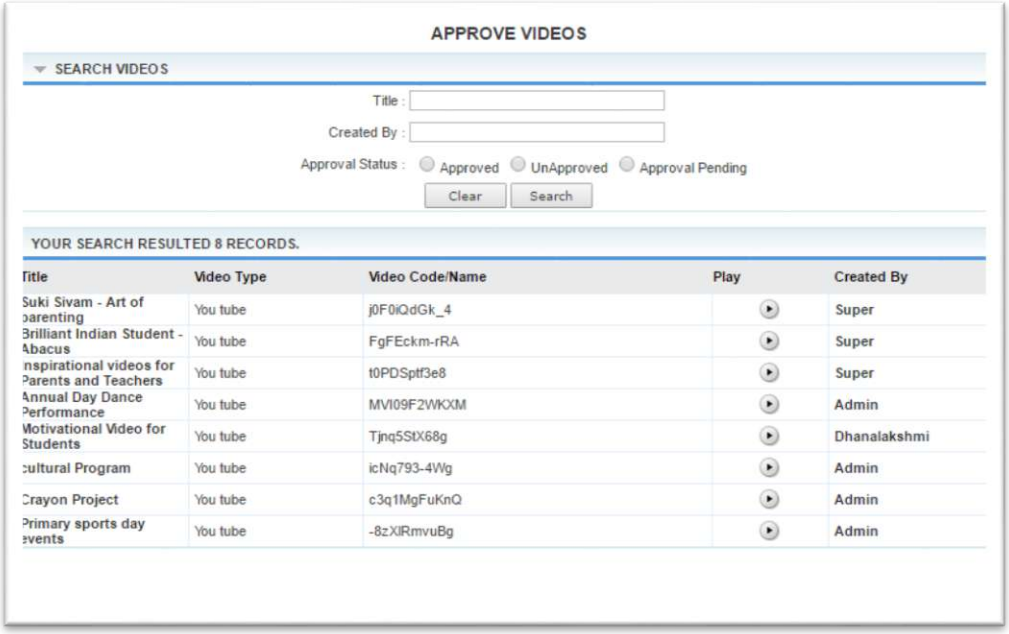

Approve Video

Title: We can edit the video title.

You tube code: We can edit the you tube code.

Approve: There are two radio buttons.

Yes-Approve Video.

No-Reject Video.

If NO, we can enter the reason for rejection in the text box.

There are two buttons below

1. Back to search- Moves back to the previous page.

2. Update- Updates the video.

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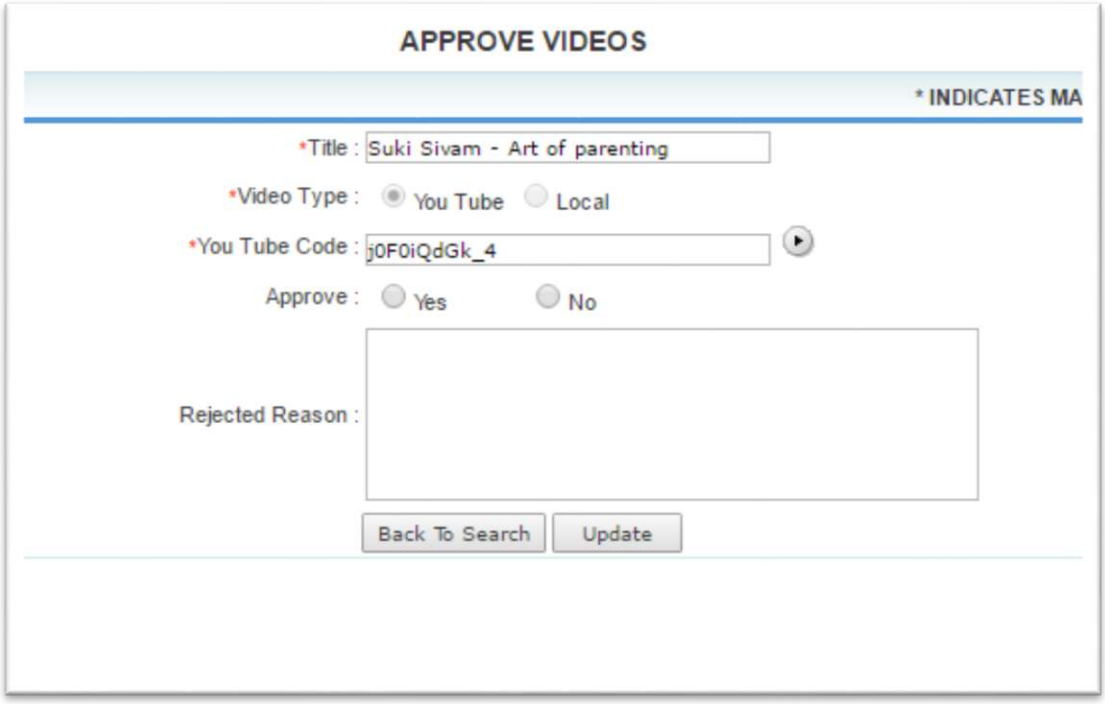
APPROVE VIDEOS
* INDICATES MA
*Title : Suki Sivam - Art of parenting
*Video Type : You Tube Local
*You Tube Code : j0F0iQdGk_4
Approve : Yes No
Rejected Reason :
Back To Search
Update

Examination Section

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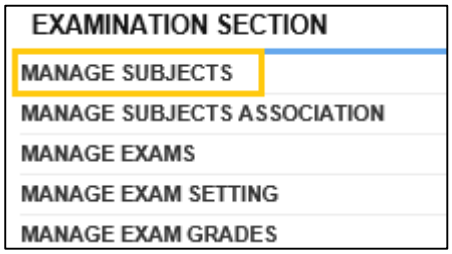
Manage Subjects

Description

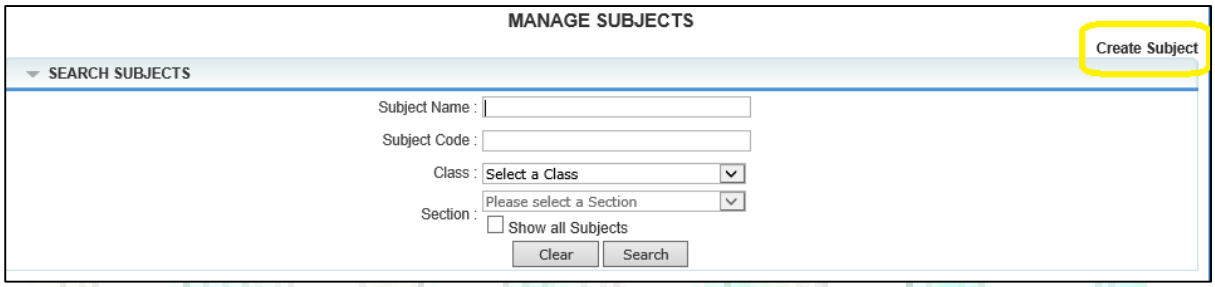
This Screen is used to create Subjects.

Created Subjects will be reflected on Manage Time Table Page and Result Posting for allocated Class alone.

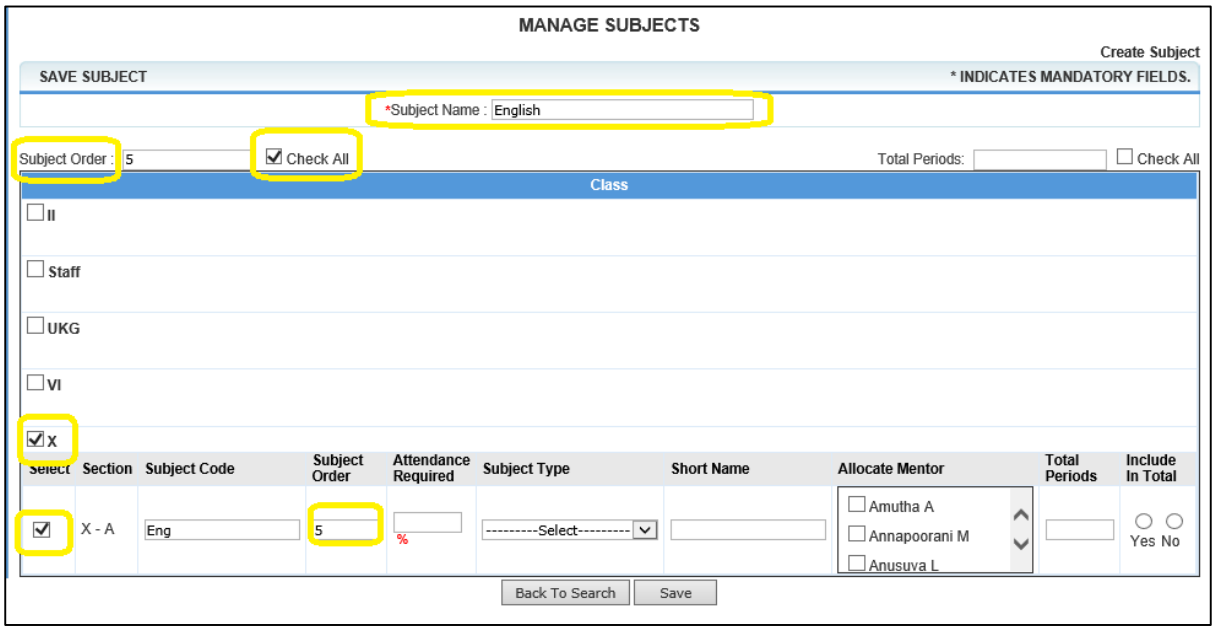


Navigate through **Admin Module →Examination Section→Manage Subjects.**

The following page is shown:



Click on Create Subject



Fill the Mandatory Fields like **Subject Name, Subject order and Select the Class** which you

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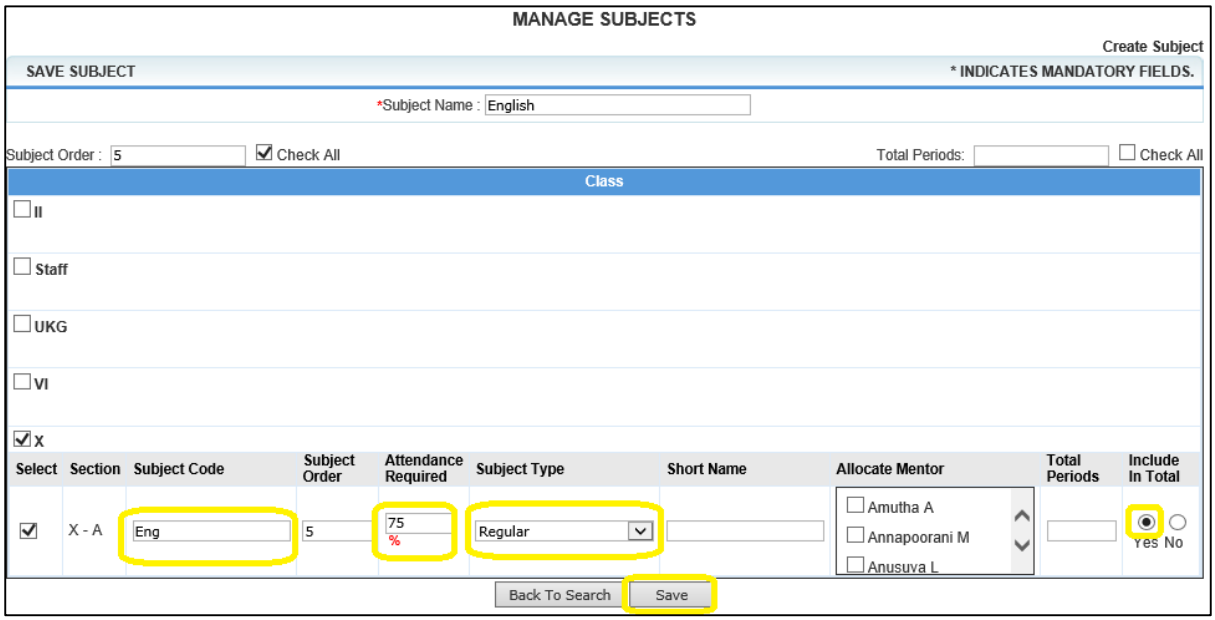
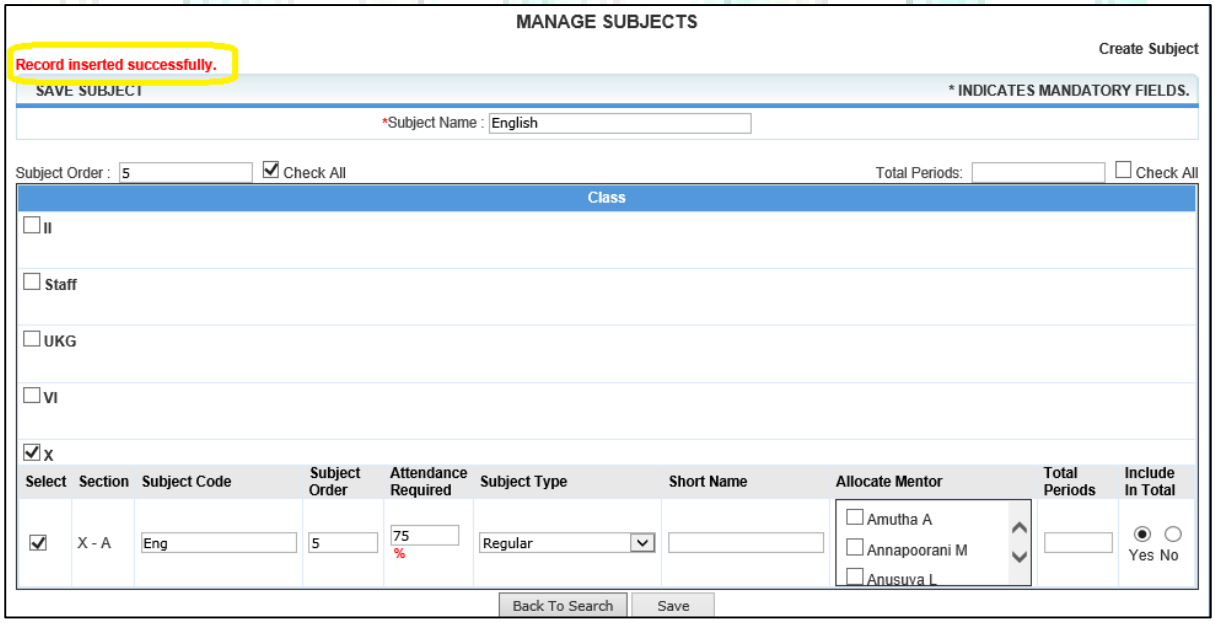
are going to assign the Subject.



Enter Subject code, Attendance Required, Subject type and Include in Total

Include in Total will be default Yes, unless you Select No.

These will be reflected for Results Posting.



Click on Save, **"Record Inserted Successfully**" will be displayed on Screen.

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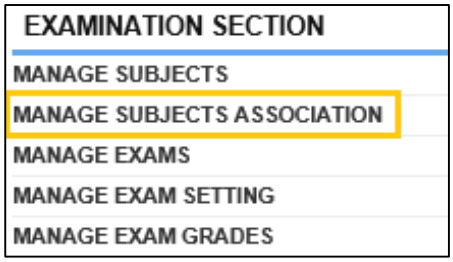
Manage Subject Association:

Description

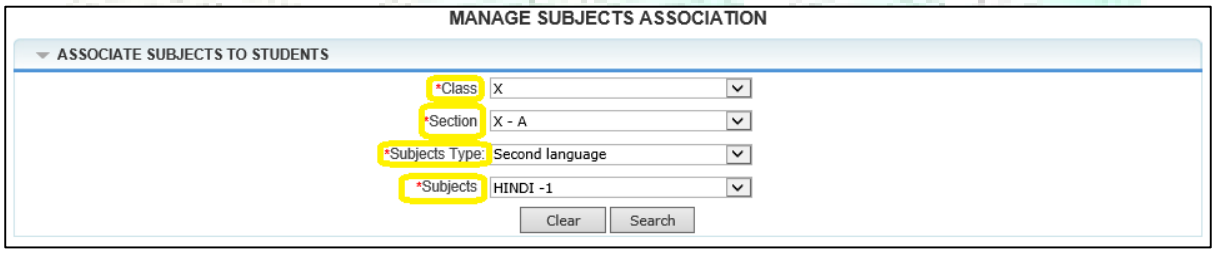
Any Optional subjects like Second language, Elective or third Language can be associated for Students

Note: In Manage Subject Association Page will be reflected whenever Subject type is selected as Second Language, Elective etc. in Manage Subjects page.



Navigate through **Admin Module →Examination Section→Manage Subject Association**.

The following page is shown:



Enter the Mandatory fields Like **Class, Section, Subjects Type and Subjects** and click on Search

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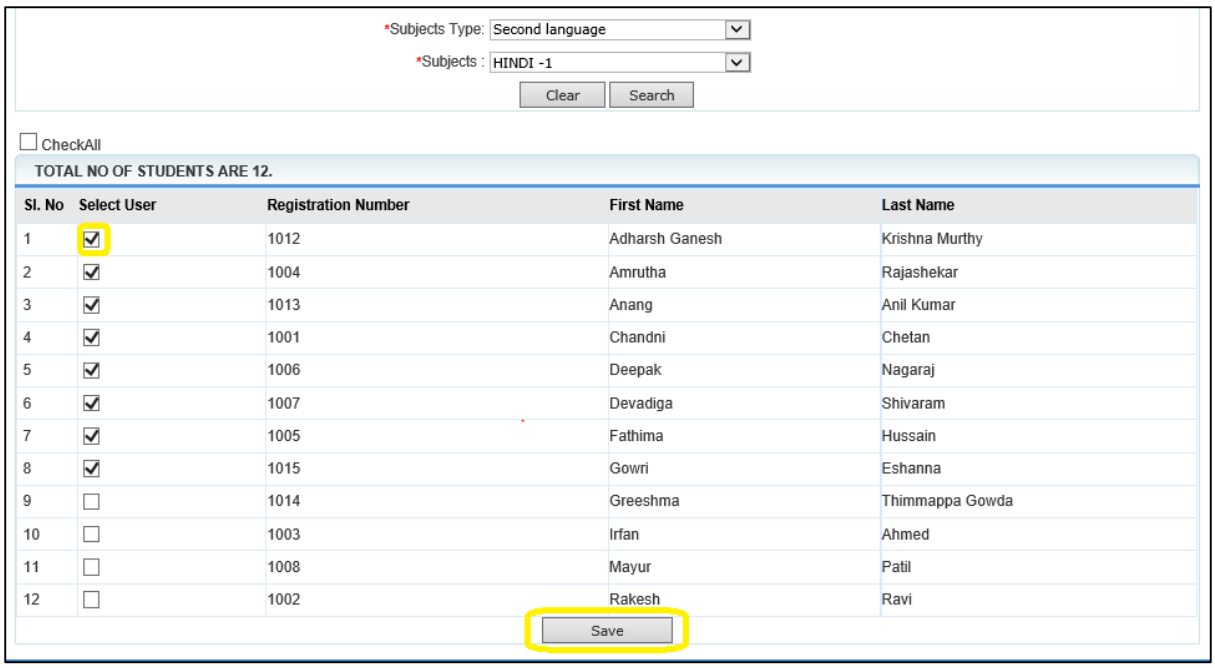


Sl. No	Select User	Registration Number	First Name	Last Name
1	☑	1012	Adharsh Ganesh	Krishna Murthy
2	☑	1004	Amrutha	Rajashekar
3	☑	1013	Anang	Anil Kumar
4	☑	1001	Chandni	Chetan
5	☑	1006	Deepak	Nagaraj
6	☑	1007	Devadiga	Shivaram
7	☑	1005	Fathima	Hussain
8	☑	1015	Gowri	Eshanna
9	☐	1014	Greeshma	Thimmappa Gowda
10	☐	1003	Irfan	Ahmed
11	☐	1008	Mayur	Patil
12	☐	1002	Rakesh	Ravi

In Select user option you can select the required number of users for Subject Association.

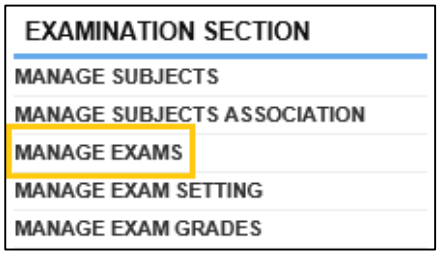
Click on Save Button.

Manage Exams

Description

This Screen is used for Admin to Create Exam of an organization.

In Manage Exam page, created exam will be reflected on Results Posting and Manage exam Settings page.



Navigate through **Admin Module →Examination Section→Manage Exams.**

The following page is shown:

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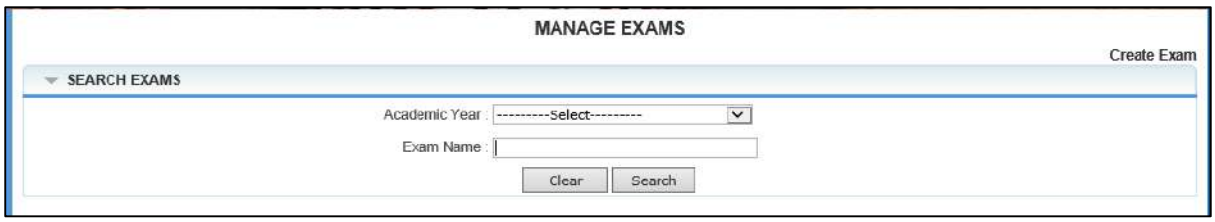
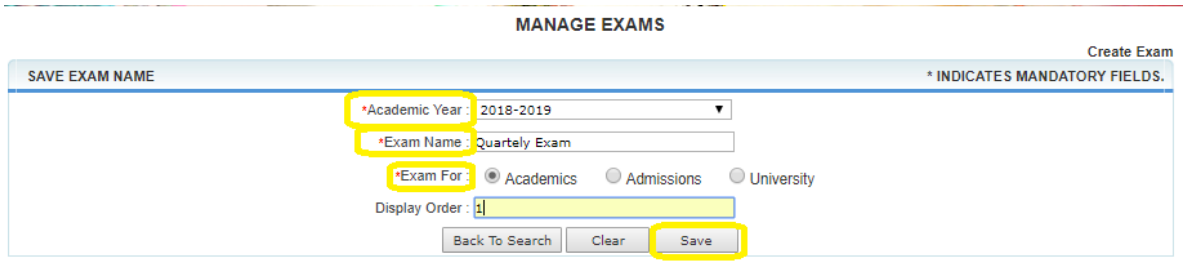


Click on Create Exam



Fill the Mandatory Fields like **Academic year, Exam Name and Exam For** and Click on Save.

Note: All the Created Exams will be reflected on Manage Exam Settings and Post Results Page.

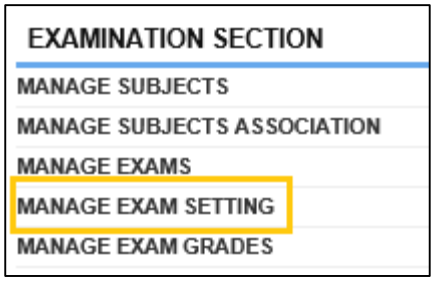
Manage Exam Settings:

Description:

Admin can set date for the Exams that are conducted by an organization.

In Manage Exam Settings Page, Admin can enter the Conducted Date, Pass Marks and Max Marks, IN manage exam page exam should be Created.

Note: Manage Exam Settings Page Will Reflect in Post results page, Admin can enter Conducted date, Otherwise No result data will be displayed on Post Results Screen.



Navigate through **Admin Module →Examination Section→Manage Exam Settings**

The following page is shown:

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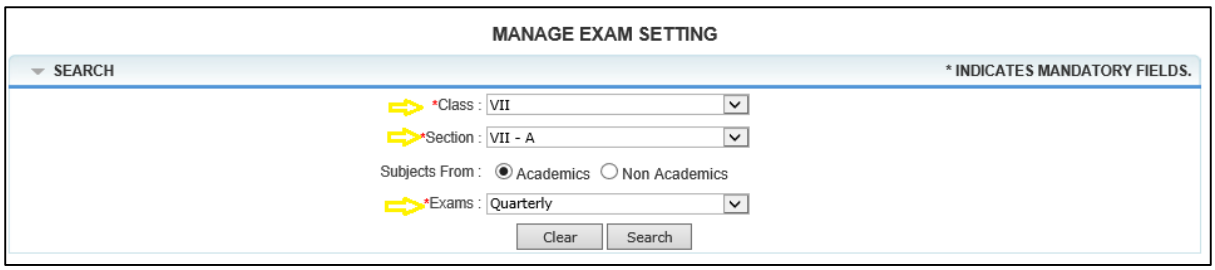
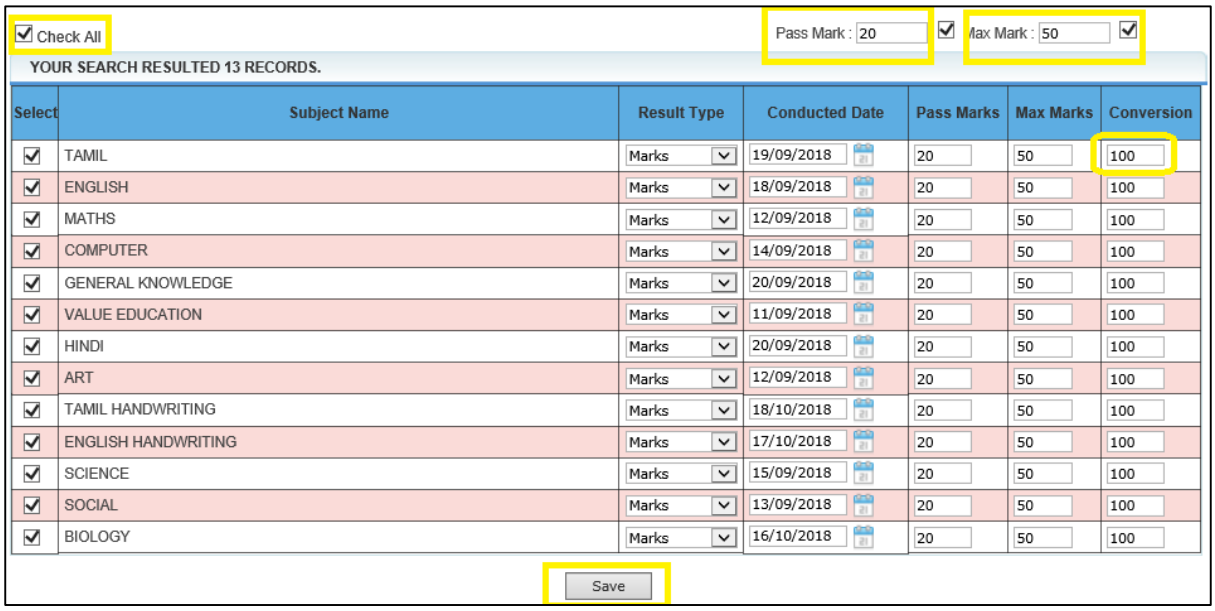


Admin has to select Class, Section and Exam and Click on Search

Window will be displayed on Screen.



Select	Subject Name	Result Type	Conducted Date	Pass Marks	Max Marks	Conversion
☑	TAMIL	Marks	19/09/2018	20	50	100
☑	ENGLISH	Marks	18/09/2018	20	50	100
☑	MATHS	Marks	12/09/2018	20	50	100
☑	COMPUTER	Marks	14/09/2018	20	50	100
☑	GENERAL KNOWLEDGE	Marks	20/09/2018	20	50	100
☑	VALUE EDUCATION	Marks	11/09/2018	20	50	100
☑	HINDI	Marks	20/09/2018	20	50	100
☑	ART	Marks	12/09/2018	20	50	100
☑	TAMIL HANDWRITING	Marks	18/10/2018	20	50	100
☑	ENGLISH HANDWRITING	Marks	17/10/2018	20	50	100
☑	SCIENCE	Marks	15/09/2018	20	50	100
☑	SOCIAL	Marks	13/09/2018	20	50	100
☑	BIOLOGY	Marks	16/10/2018	20	50	100

Check All-By Clicking Check all, all Subjects will be selected.

Select the Result Type as Marks/Grade/Comments

Select Conducted date for each Subject

By entering Pass marks and Max Marks and Click on Check box on top right side.

Pass and Max Marks will be assigned to all Subjects.

Enter Conversion Marks for Each Subject.

Click Save Button.

Result Type:

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Three Types

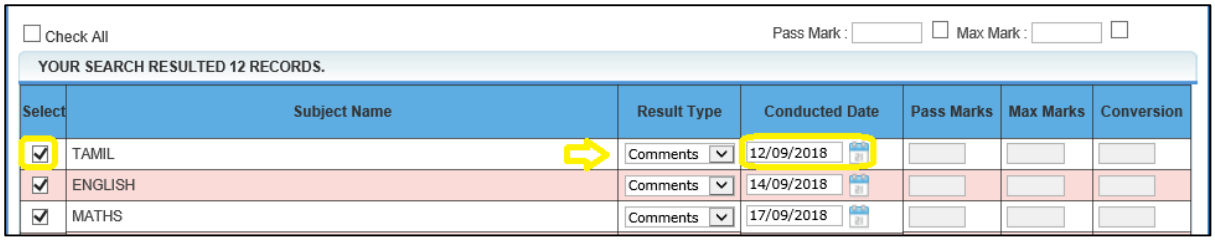
1) Marks

2) Comments

3) Grade

If Admin selected Result type as Comments

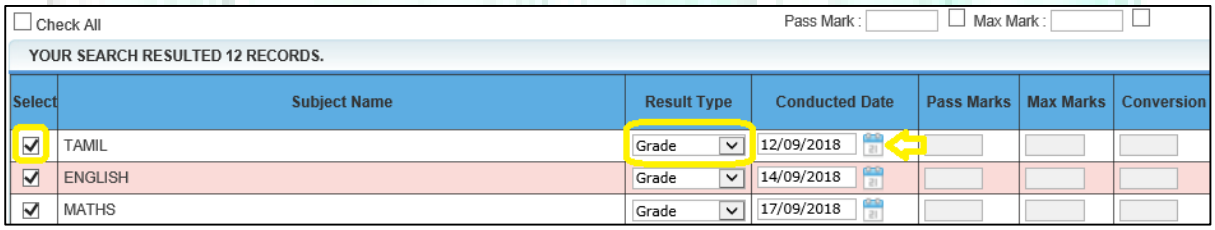
Window will be displayed on Screen.



Select the Subjects which the end users need to enter Comments and Enter the Conducted date for each Subject

If Admin selected Result type as Grades

Window will be displayed on Screen.



Select the Subjects which the end user need to enter Grades and Enter the Conducted date for each Subject.

Manage Exam Settings Changes get reflected in Post Result Screen.

Note: Once Result type is selected (Marks, Comments and Grades) and Result is get Published, we cannot change the Result type.

Manage Exam Grades:

This module is used for assigning grades for subjects.

Created Exam Grades will be reflected on Results Posting and Manage Exam Setting Page.

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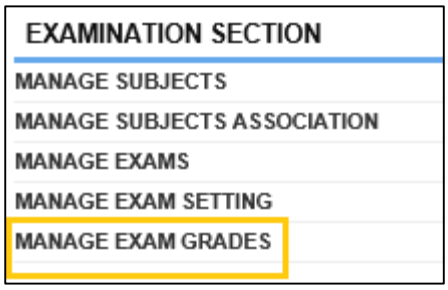
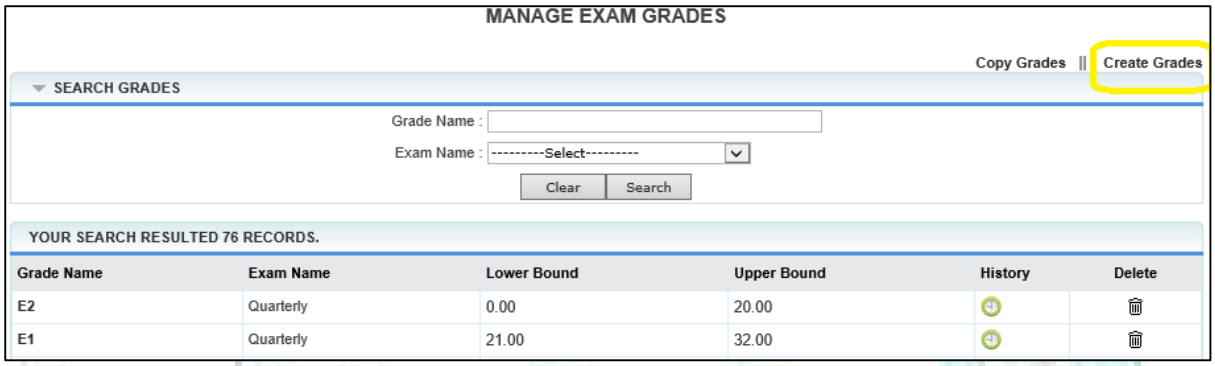
Example: Marks 90-100 is “A” Grade.

For creating select ‘Create Exam Grade’ on the top right corner.

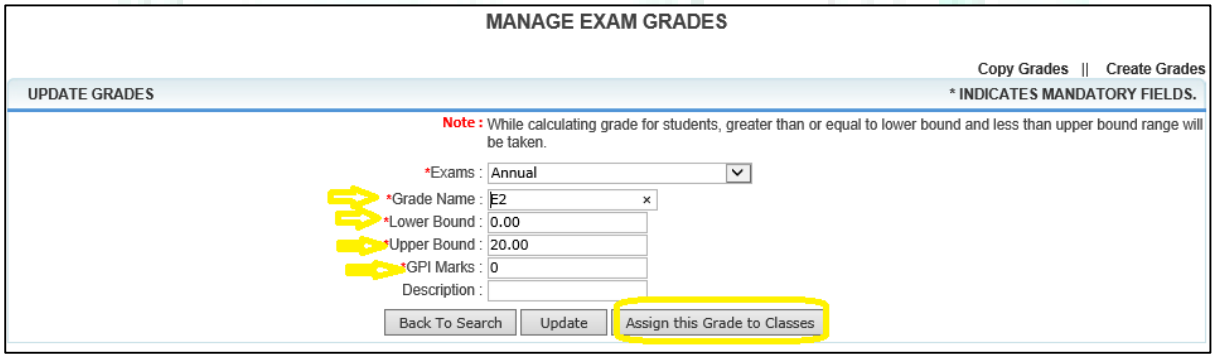


Navigate through **Admin Module →Examination Section→Manage Exam Grades**.

The following page is shown:



Click on Create Grades.



Fill the Mandatory Fields like **Exams, Grade Name, Lower Bound, Upper Bound and GPI Marks**

Click on Assign Grade to Classes.

Select Exam for which the grade has to be assigned. Then enter grade name.

Enter the lower and upper bound mark for the grade.

Enter GPI marks if available or else enter 0.

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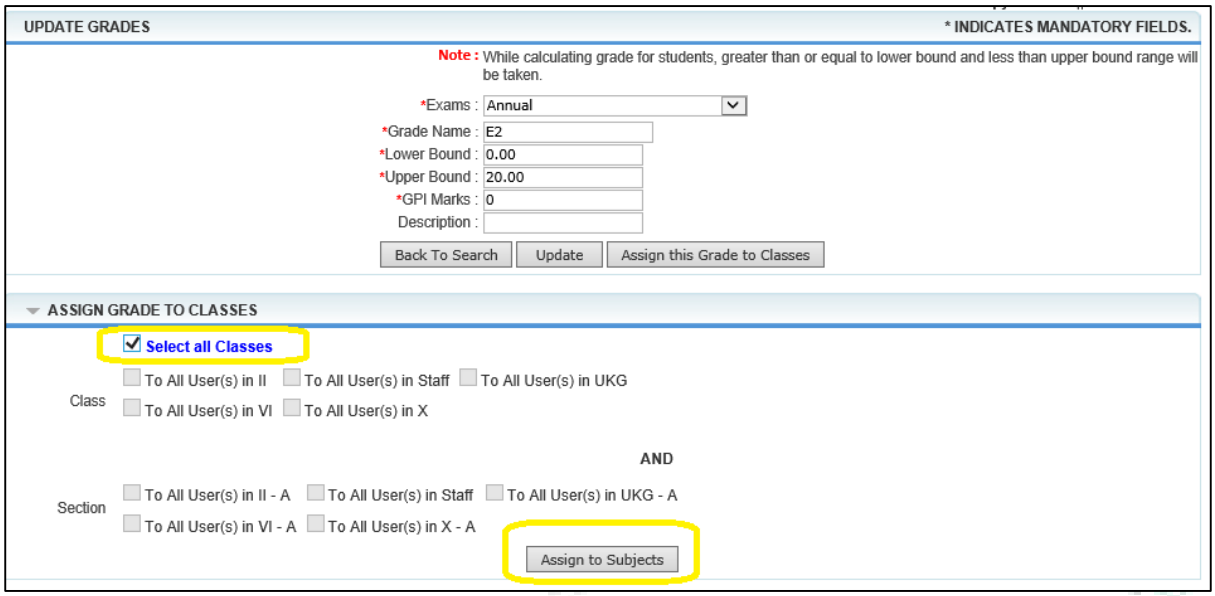
Click on submit button after entering the details.



Select users to assign grades and Click on Assign to Subjects.

Select “From Exam” from which grades has to be copied and” To Exam” to which grade will be copied and then click save button. Now all grades will be copied to the “To Exam”.

Note: Once a grade is created we can copy the same grade for different exams. We need to select the From Exam and To Exam to copy and click Get Grades. After Copying click on the save button.

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Fee Section

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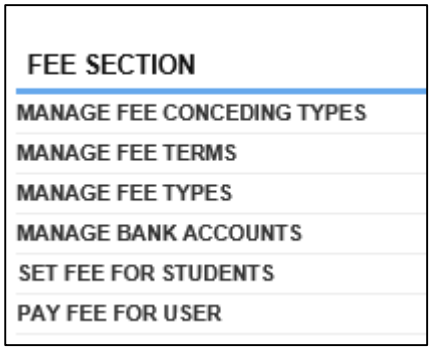
Fee Section Consists of 6 Sections

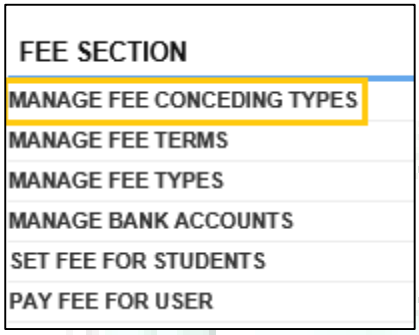


Fee Conceding types:

Description:

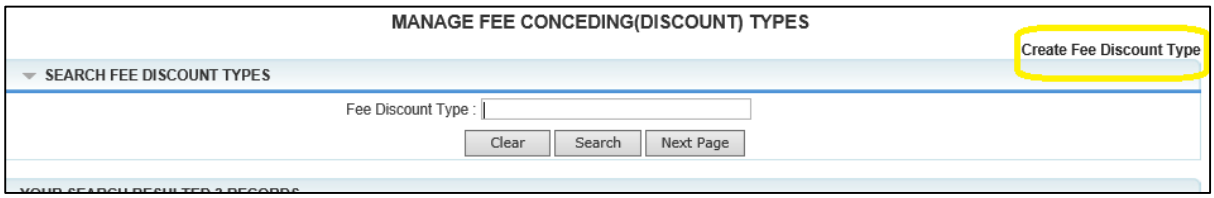
This Screen is used to create Discount, Discount like Staff Child etc.

Discounts will be reflected on Set and Pay Fee for users Page.



Navigate thorough **Admin Module→Fee Section→Manage Fee conceding types**

Then Screen displayed on Window as follows



Click on Create Fee Discount type

Then Screen displayed on Window as follows

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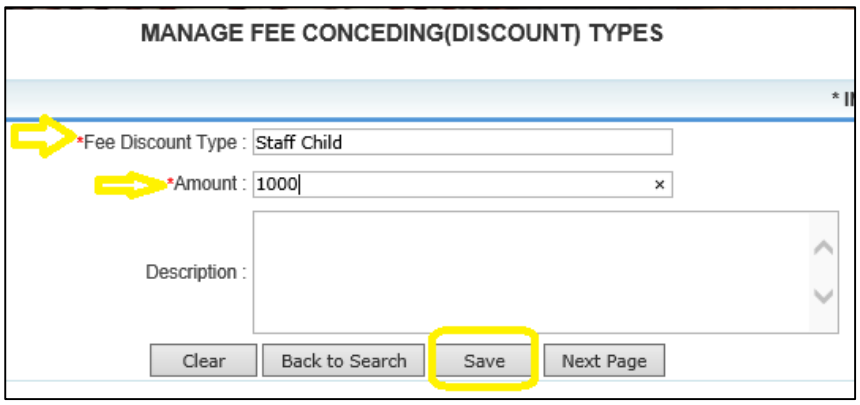


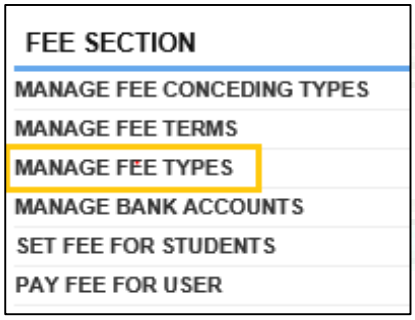
Enter the Mandatory details and Click on **Save**.

Manage Fee Types

Description:

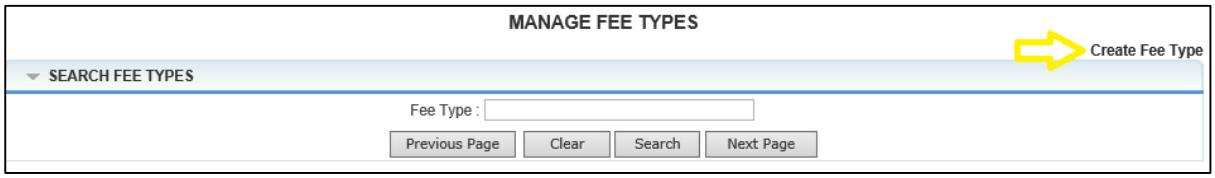
In this Module we need to create Fee type of an organization which will be reflected under Fee Term.

Ex:Books and Notebooks fees, Stationary Fees etc.



Navigate thorough **Admin Module→Fee Section→Manage Fee types**

Then Screen displayed on Window as follows



Click on Create Fee Type

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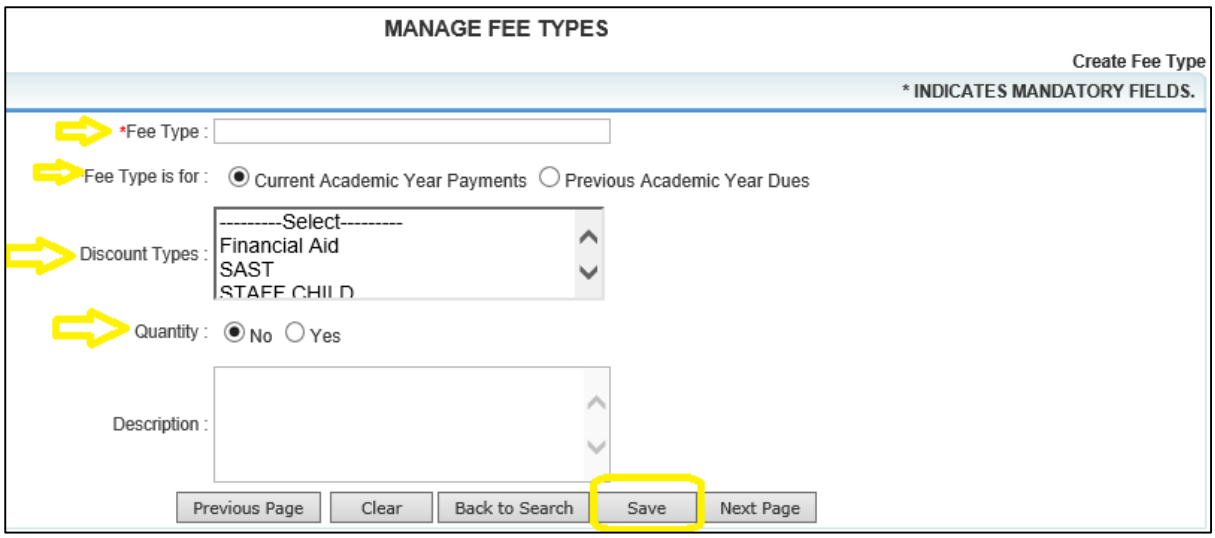


Enter the Mandatory details and Click on Save.

Note: Discount types (In School Students are allowed for Discount in fee like Staff child discount has been given).

Fee type:

Current Academic year payments

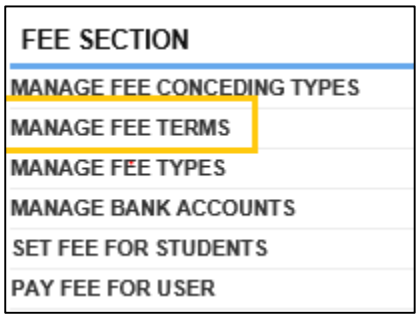
Previous Academic year dues

Manage Fee Terms:

Description:

In this Module we need to create Fee term of an organization which will be reflected in Fee type.

Ex: Admission fee, Term Fees Etc.



Navigate thorough **Admin Module→Fee Section→Manage Fee terms**

Then Screen displayed on Window as follows

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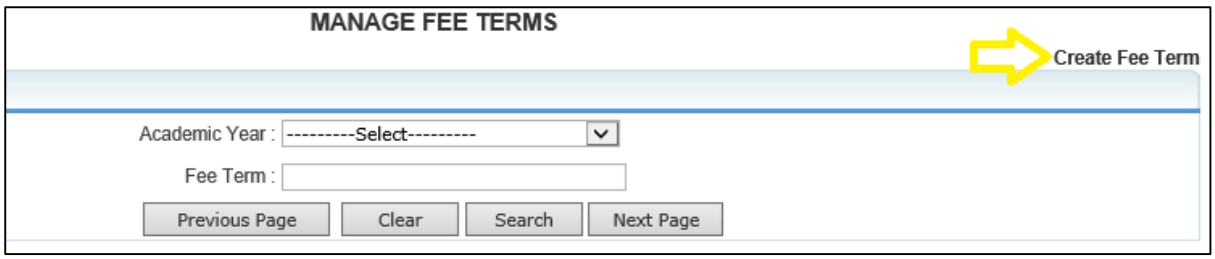
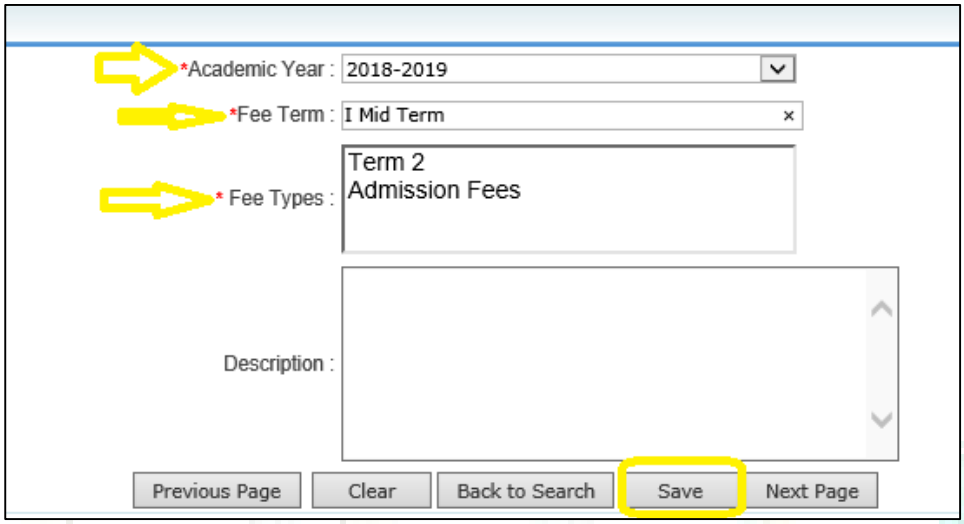


Click on Create Fee Term

Then Screen displayed on Window as follows



Enter the Mandatory details and Click on Save.

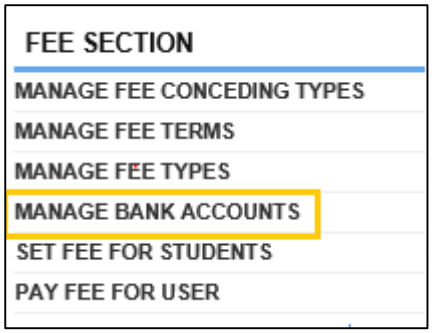
Select the Fee types which is assigned to Fee Term (Ex: Books and Stationary fee (Fee types) →Admission Fee (Fee Term))

Manage Bank Accounts:

This Screen is used to create Bank Account of School which is used for Online Payment to School

Payment through online will be transferred to Bank Accounts that are associated with organization

Manage Bank Accounts will be reflected on Pay fee for Users Page.



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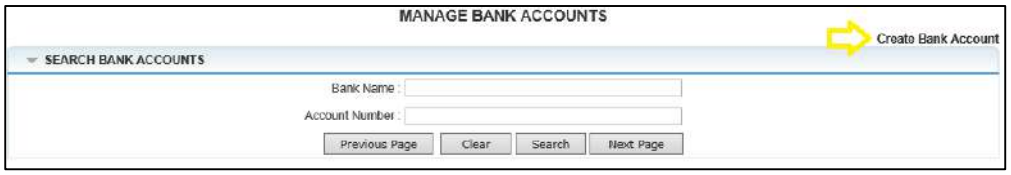
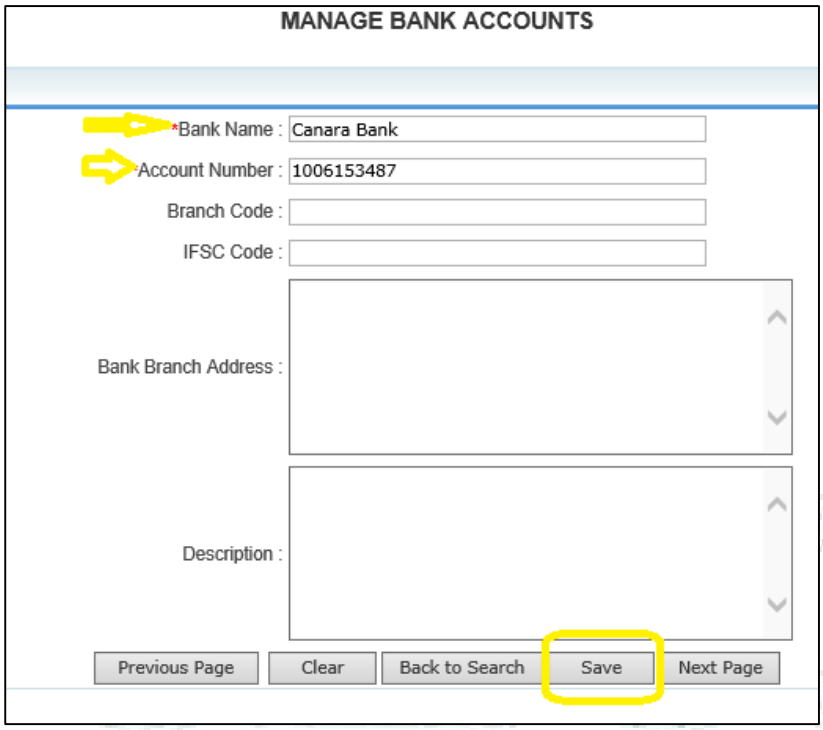
Navigate thorough **Admin Module→Fee Section→Manage Bank Accounts**

Then Screen displayed on Window as follows





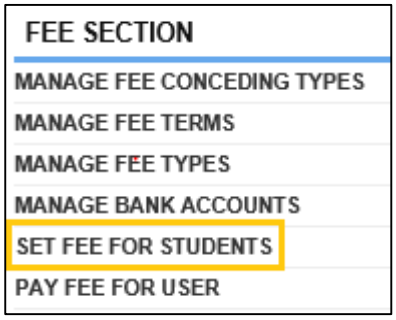
Enter all Mandatory details and Click on Save.

Set Fee for Students:

In Set Fee for Users, Admin Can set Fee for all Students.

Set Fee for Students will be reflected in Pay Fee for user page.

Admin Can Set Fee for current Academic year.



Navigate thorough **Admin Module→Fee Section→Manage Bank Accounts**

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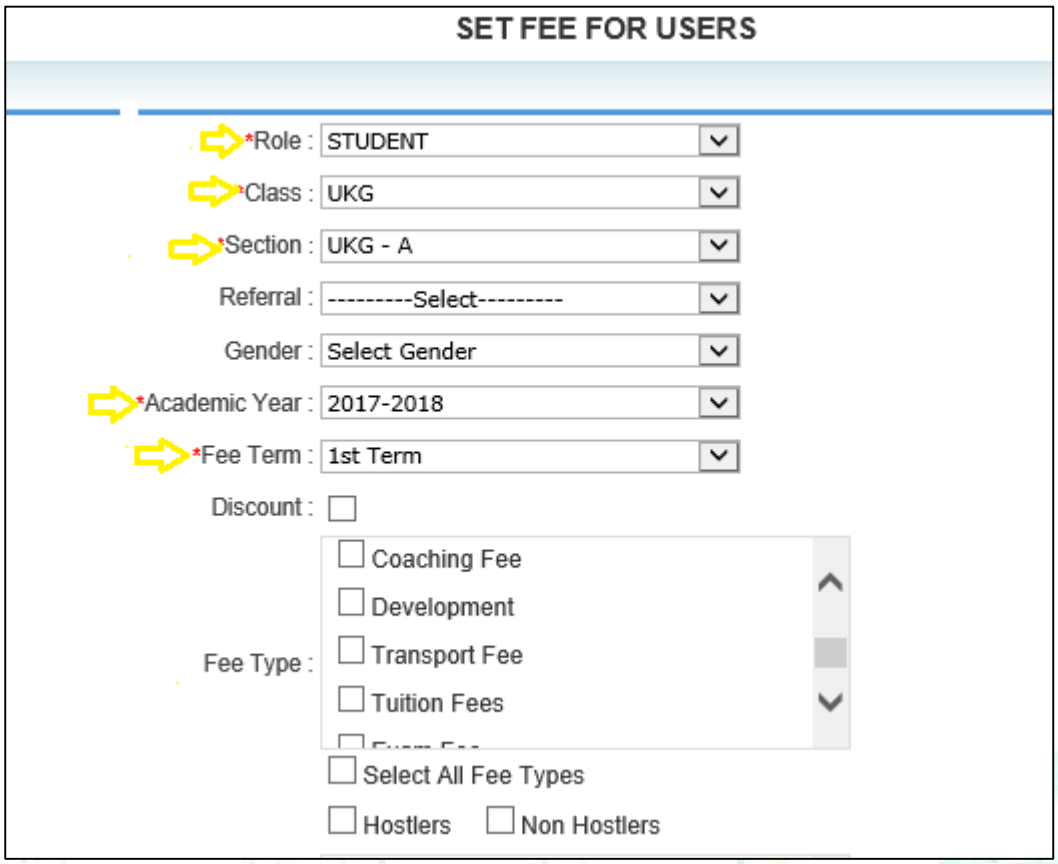
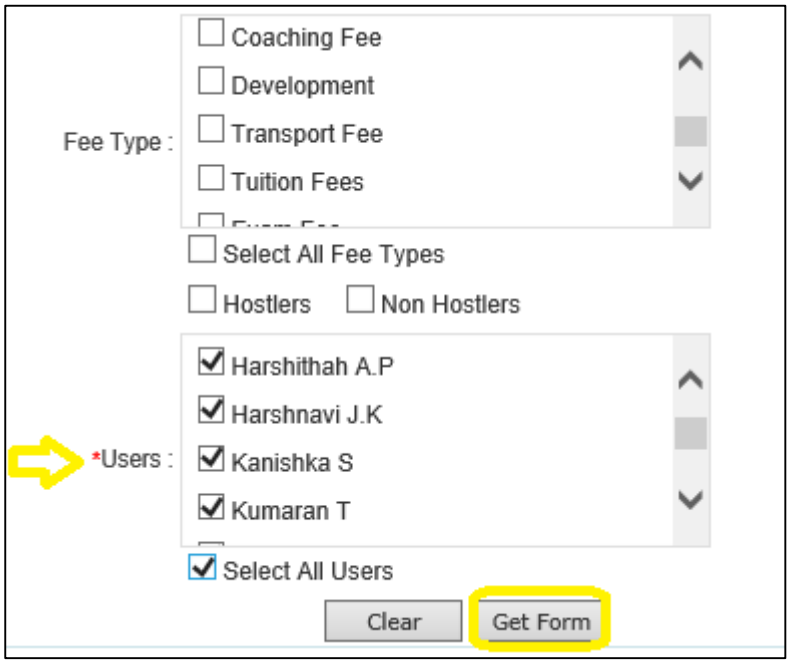
Then Screen displayed on Window as follows



Select the Mandatory Fields (Role, Class, Section, Academic year and Fee Term)

Select the Fee type (**Maximum 10 Fee types can be chosen for Selected Fee Term**)



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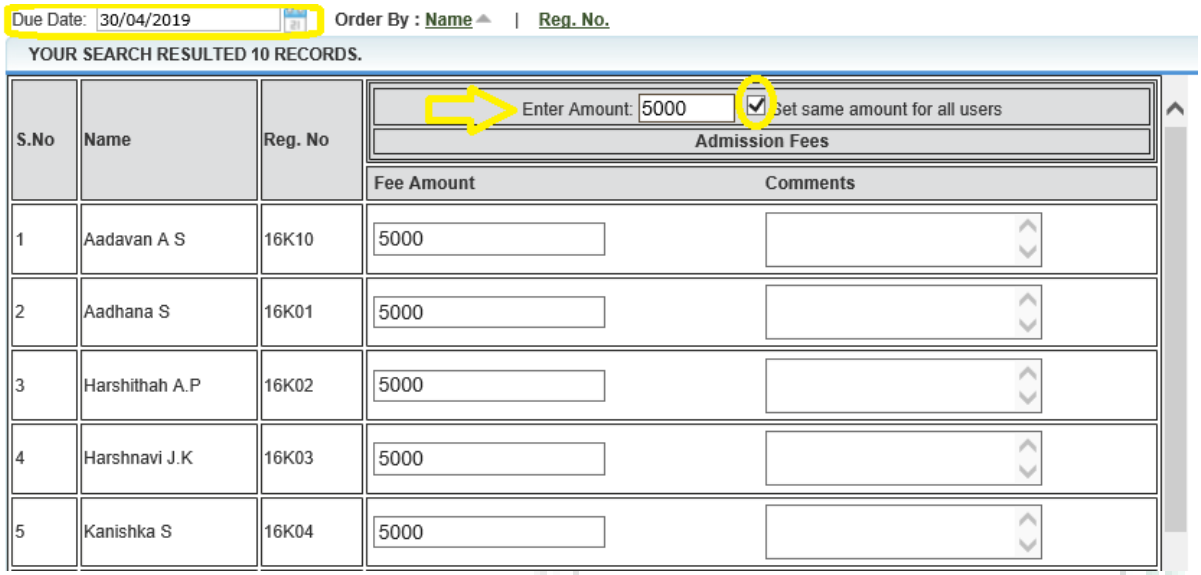
By Clicking Select all users user can Set fees for All Students if the Fees is common for all

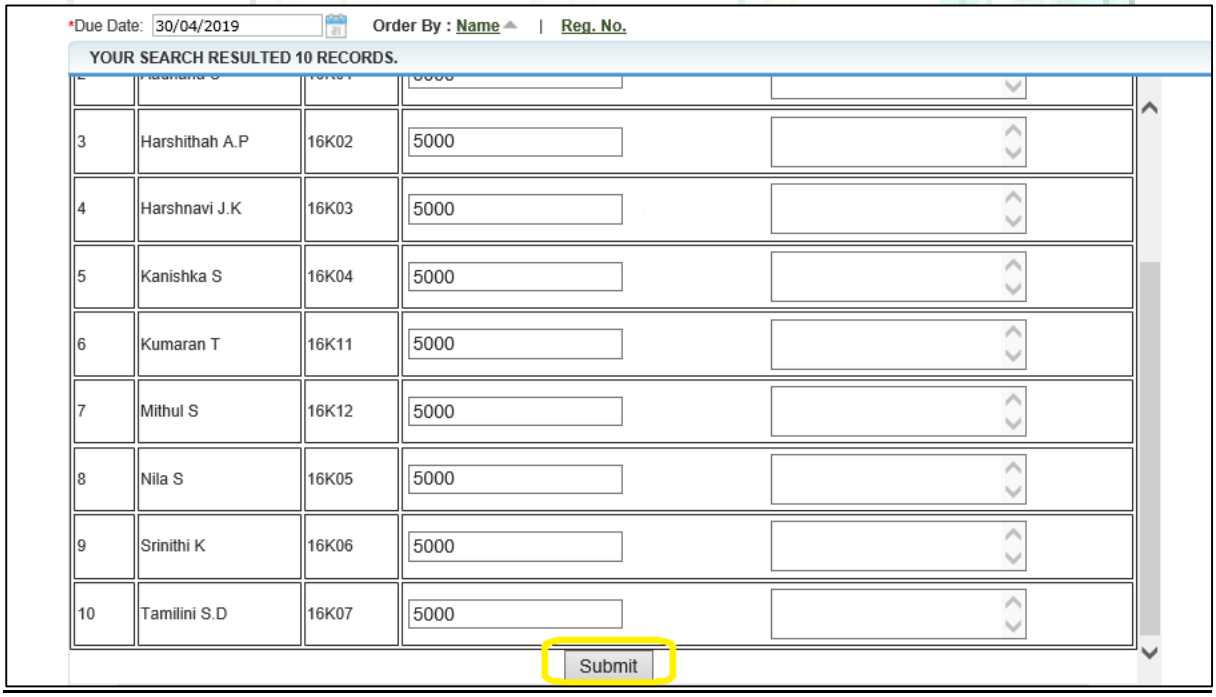
Click on Get Form

Below the Window appears as



Enter the Due Date and Enter amount if the amount is same for all users.

Then click on Set same amount for all users.



Click on Submit Fees will be set for selected users.

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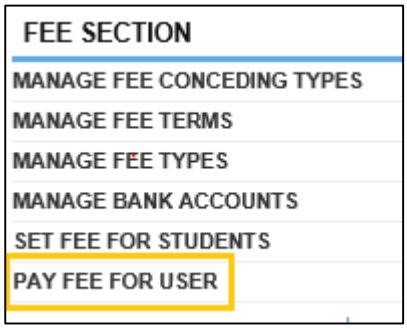
Pay fee for users:

Description:

In this Module School Fees can be paid by the Admin for Students.

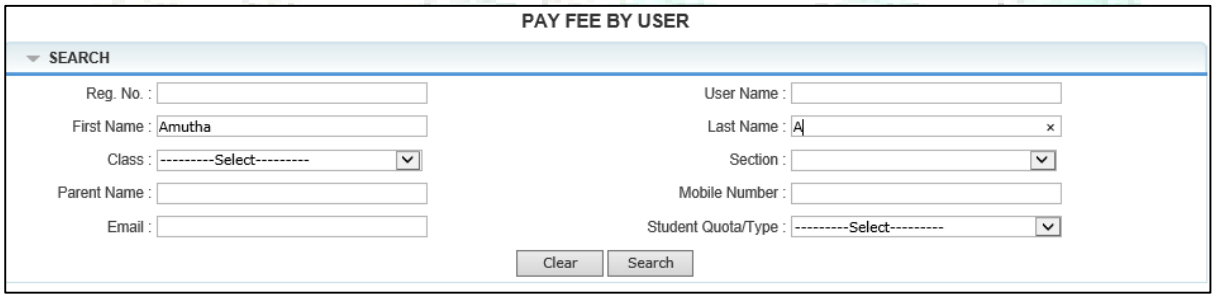
Fee Receipt will be generated in Pay fee for Users Page.

Before Paying in pay fee for user page make sure Students fees has been set.



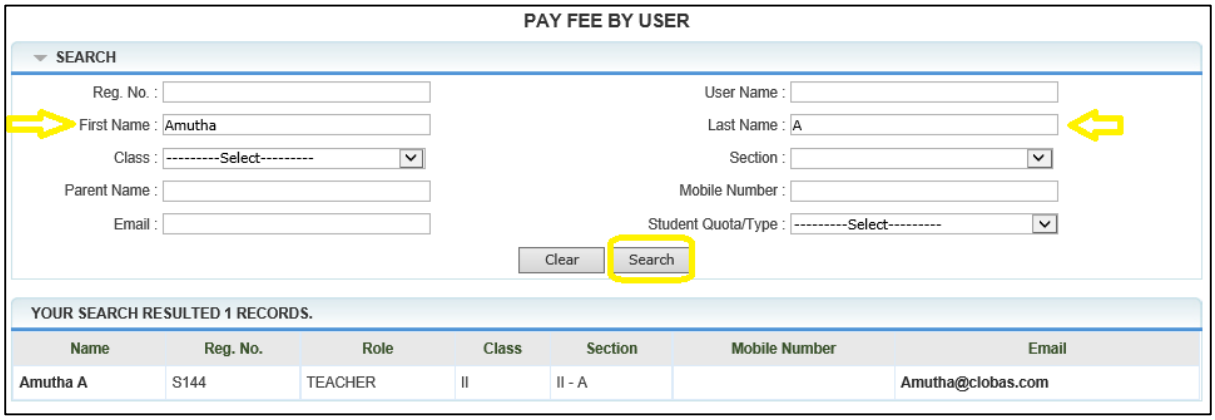
Navigate through **Admin Module→Fee Section→Pay Fee for Users**

Then Screen displayed on Window as follows



Filtering:

Admin can Search users to pay fee by entering their details in specified field



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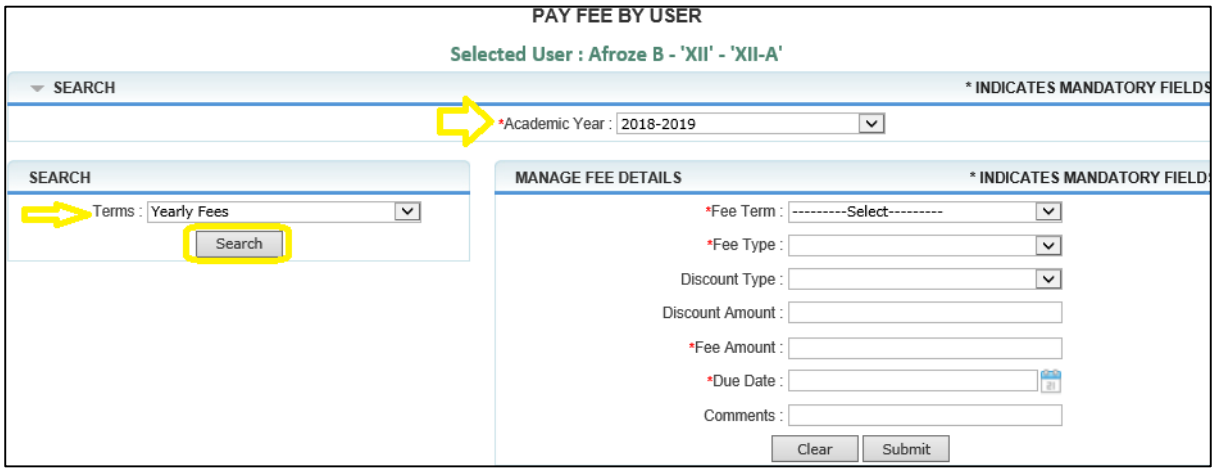
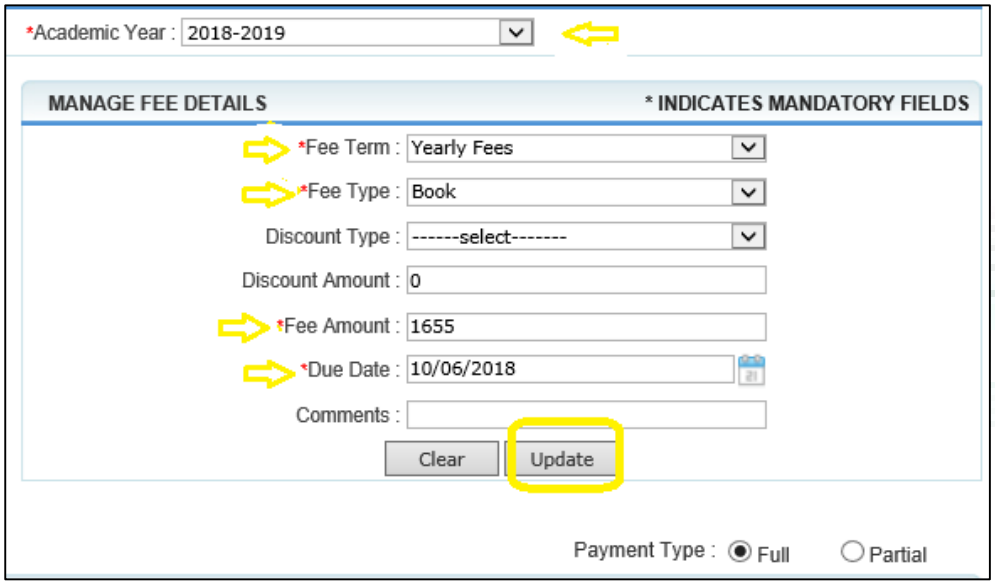
Click on Search button and now select the users to pay Fees



Select Academic year and terms (On top left) and click on Search.



Edit can be done if the fees already set by Selecting Manage Fee Details on (Top Right)

Enter all details and Click on Update.

If Discount is available for users, then click on Discount type and enter Discount amount.

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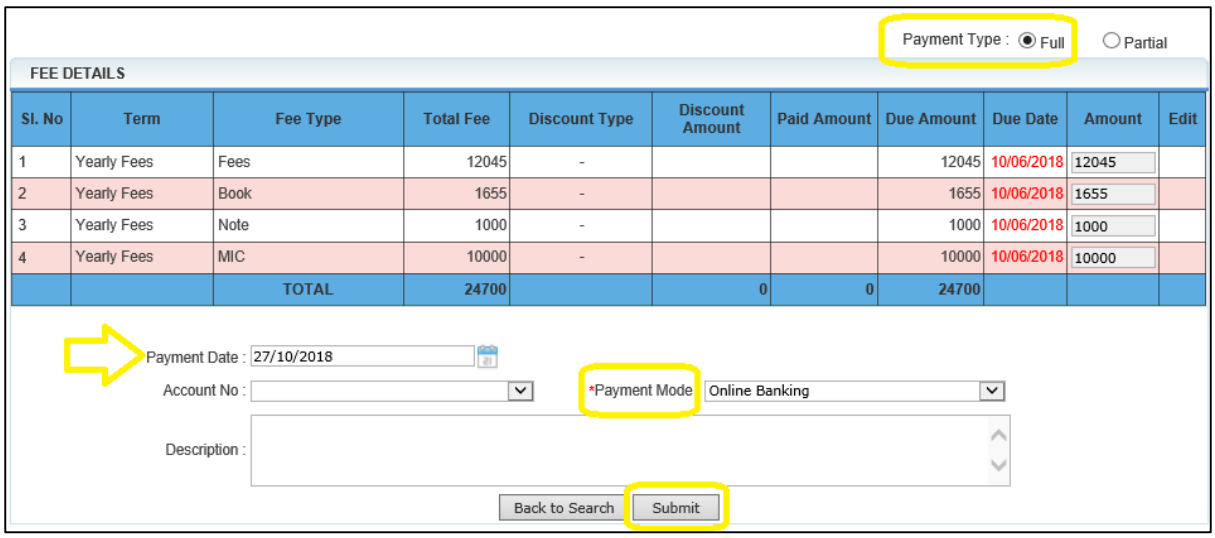
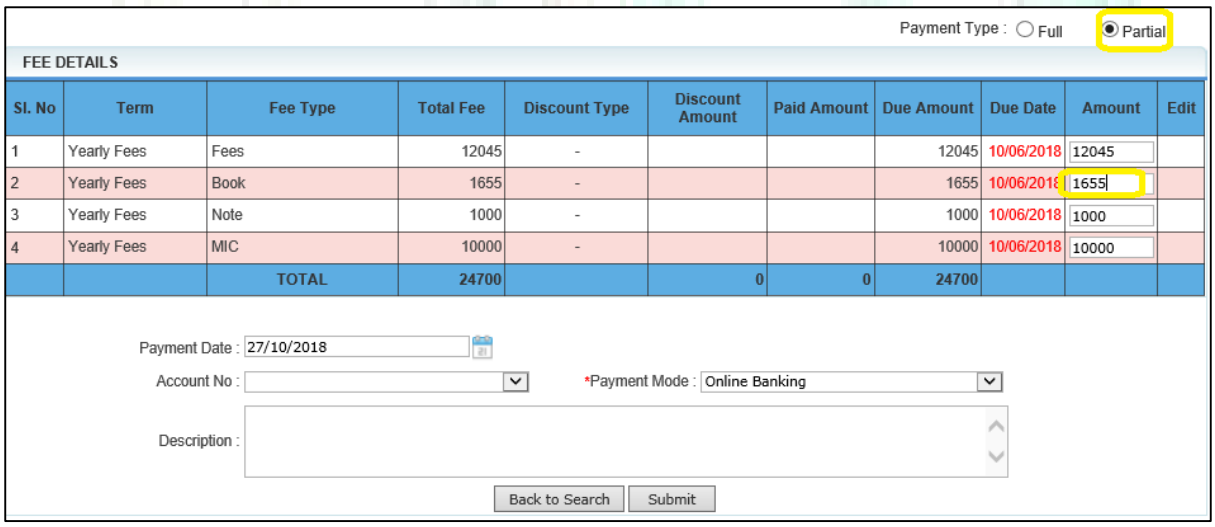


If the users are going to pay full amount then select payment date and Payment mode (Online Banking, Cash etc.).

Note: Payment date is default (Present day Date).



If the users are going to pay partial amount, then Select **"Payment type-Partial"** on top right of Fee Details.

Enter the partial amount and pay fees by selecting payment fees.

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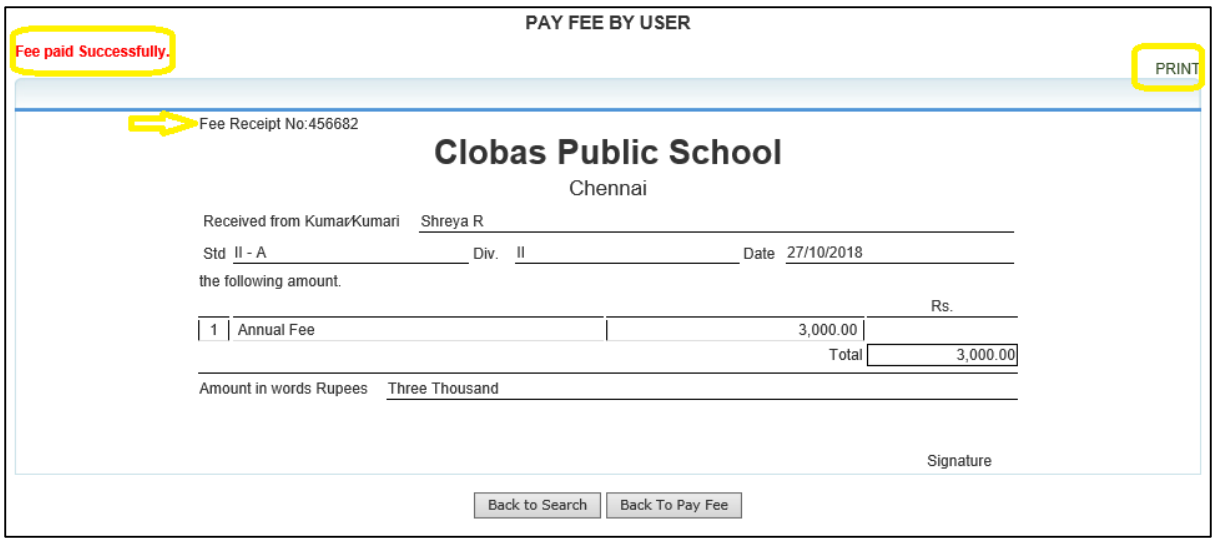
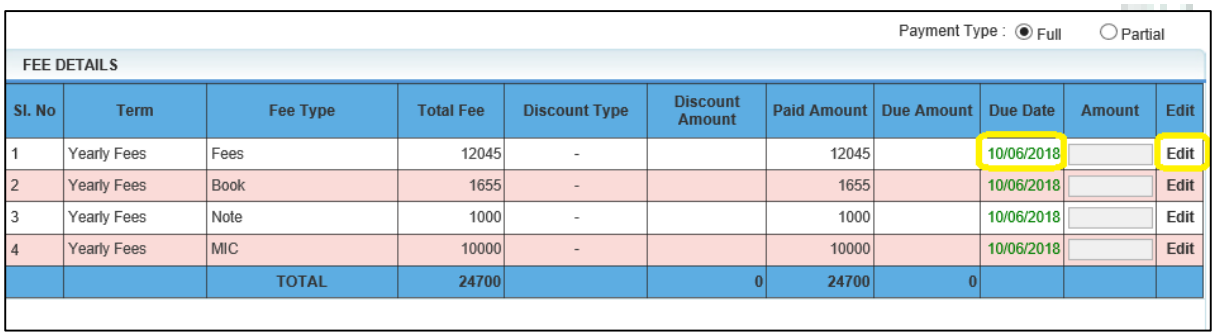


After Paying Successful Transaction Users Fee Receipt will be displayed on Window

We can **print** the Fee Receipt by Clicking Print Option

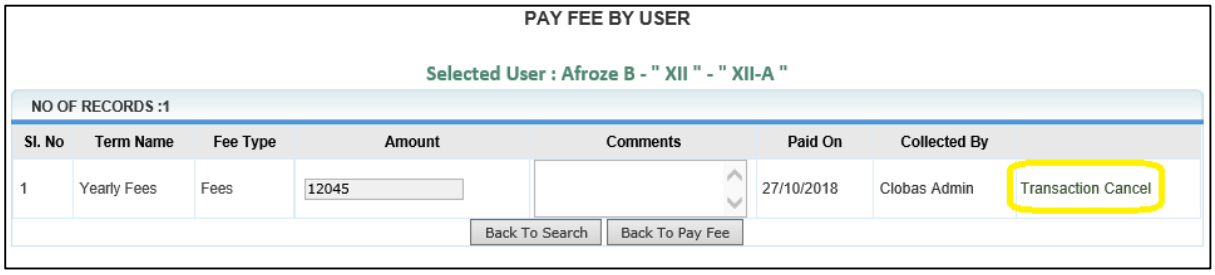
Fee Receipt size can be done according to Printer Size.



Sl. No	Term	Fee Type	Total Fee	Discount Type	Discount Amount	Paid Amount	Due Amount	Due Date	Amount	Edit
1	Yearly Fees	Fees	12045	-		12045		10/06/2018		Edit
2	Yearly Fees	Book	1655	-		1655		10/06/2018		Edit
3	Yearly Fees	Note	1000	-		1000		10/06/2018		Edit
4	Yearly Fees	MIC	10000	-		10000		10/06/2018		Edit
		TOTAL	24700		0	24700	0			

Green Colour Indicates-Fees already paid by the users

If already paid fees is done mistake, then Click on **Edit** near to amount.



Click on **Transaction Cancel** to cancel the already paid Fees.

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User, Roles And Menu

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Manage Users

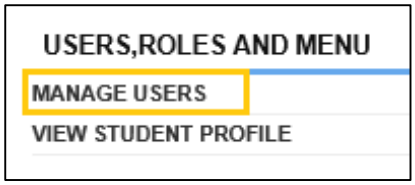
Description:

In this Module Users can be Created, Modified, Searched and delete

All Personal, Parent and other details can be stored in Manage Users Page.

Manage users will be reflected in View Student and other Student Related Pages.

Create User:

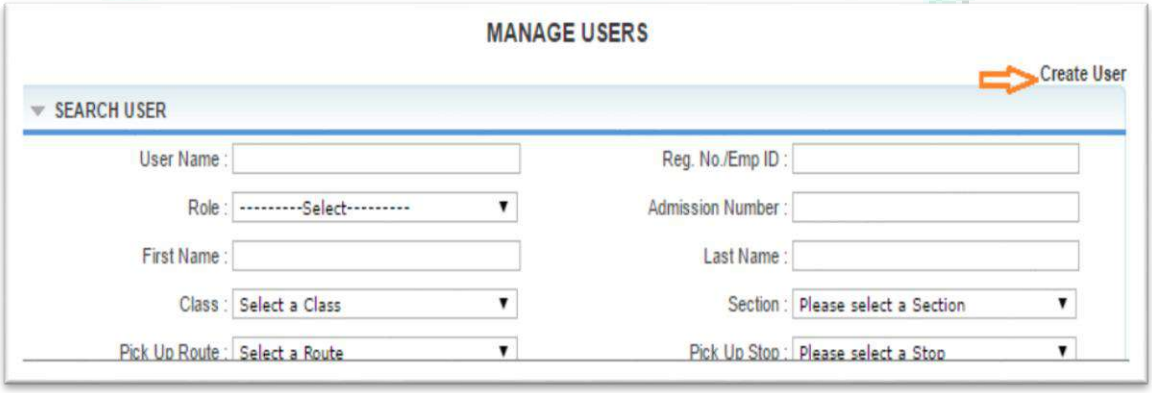


Navigate through **Admin Module in Home page →Admin Area → Users, Roles and Menu →Click Manage Users.**

Manage Users Screen will be displayed, where we have search fields to search existing users with mentioned fields and **Create User** option to create new users.

We can Create Update and Issue TC to existing Users from this Screen.

Click on **"Create User"** towards right of the screen.



Fill the data in **Create User screen** and Click **Save** button.

We need to select the role under which we are creating user details,

If the role **Student** is selected the tabs

General info, Personal info, Previous school Information, Parent Details and Medical Details will be displayed.

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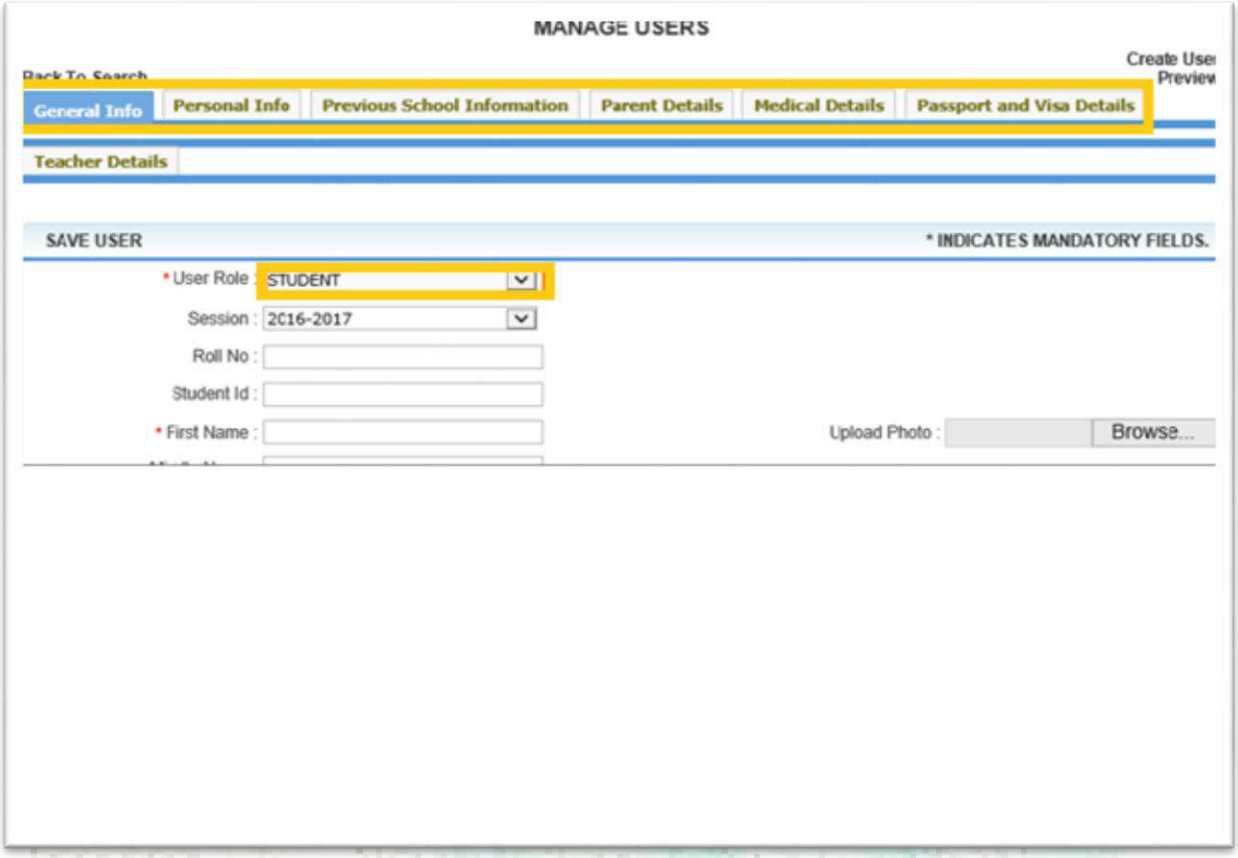
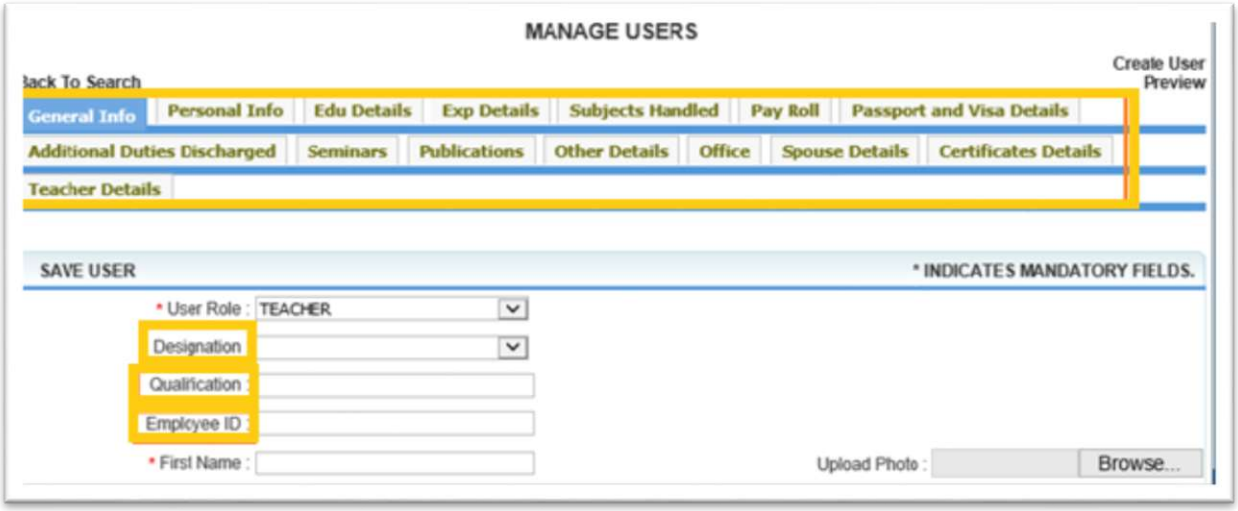


If any other Role E.g., **Teacher, Class Teacher, Admin In charge** are selected then Below mentioned tabs will be displayed,

And the fields will be changed automatically supporting the Staff role.



In above screen, we can upload the photo of the user created.

Photo should be in Jpeg format and size should be **<= 500 KB.**

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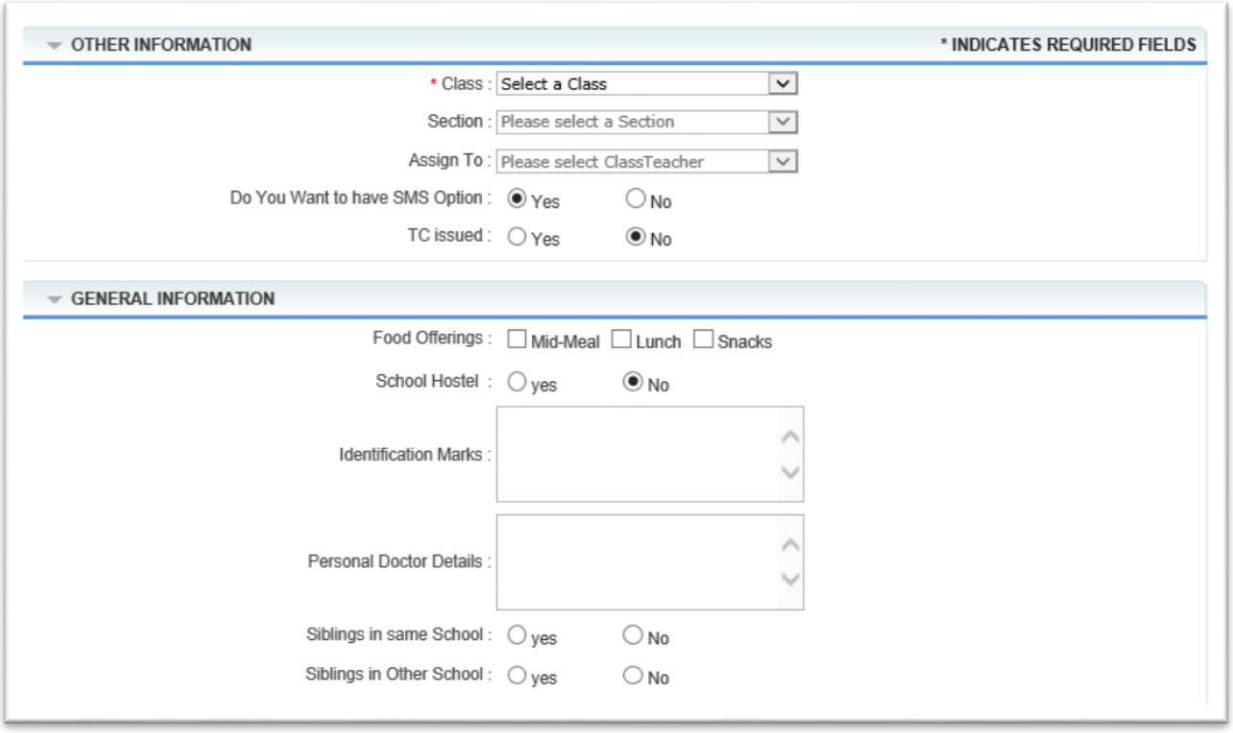

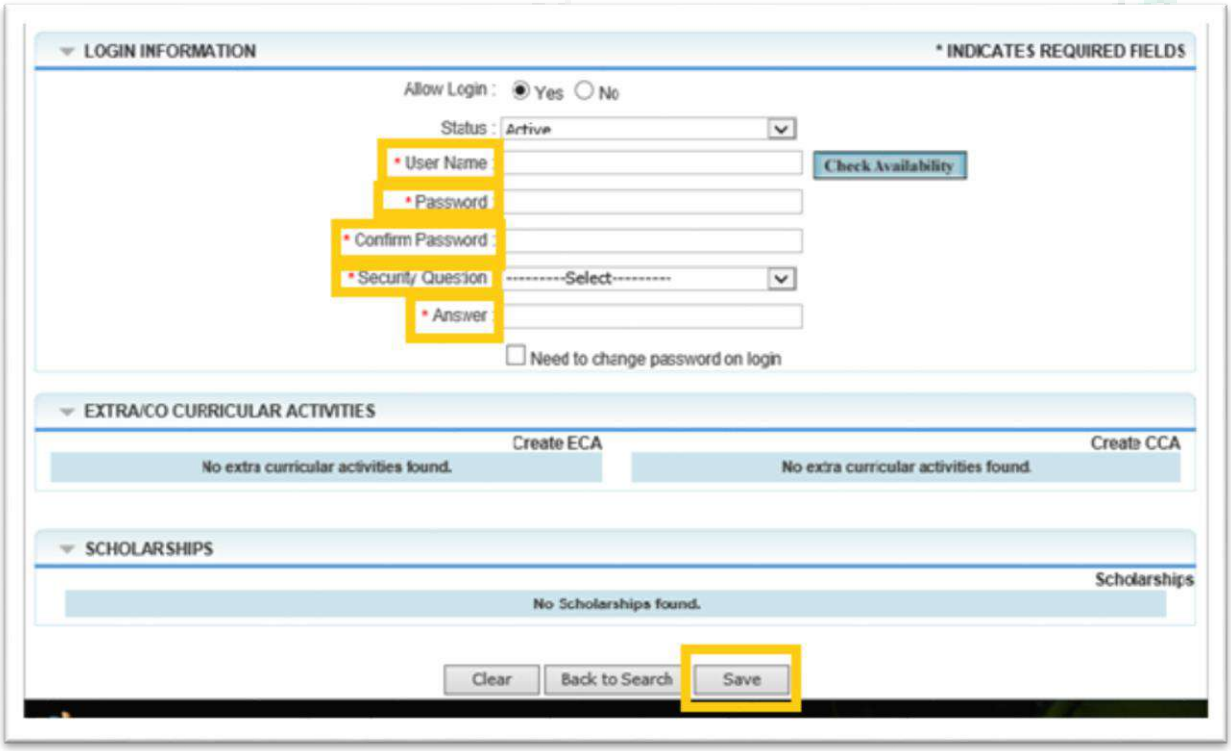

Once we click on "save" button, the confirmation message will be displayed saying that, **"Record inserted successfully** "The admin can check for the availability of the user name by clicking on Check Availability image shown next to the user name text box. If the username is not already assigned to any of the user in that instance the details can be saved otherwise

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another username or login name has to be chosen.

Note: *Indicates indicated Mandatory Fields. If data is missing for any of the fields marked as *, the message will look like:

For Ex, **following fields have invalid data:**

Last Name

Email Address

Clear: Click on the clear button to clear the entered details and you get a fresh page to create the new user.

To Mark TC:

To mark TC Taken for an existing student select "TC Issued, enter the required as TC Details as TC Number, TC Date, TC Comments, Transfer Details.

Select Allow Login **"No"**, Status as **"Inactive"** and update.

Search User:

Navigate through Users**, Roles and Menu→ Manage Users**

You can search the users based on **Username, Reg no/Emp id/Role/First name/last name.**

If we want to search users for whom we have issue TC, we can search with the option available with radio button **"Allow login"**.

By selecting **Yes** –Users available (Working Staff & studying Students) in school will be displayed.

By Selecting **No** – Students for whom we have issued TC & staff for whom we have marked hide in portal and allow Login will be displayed.

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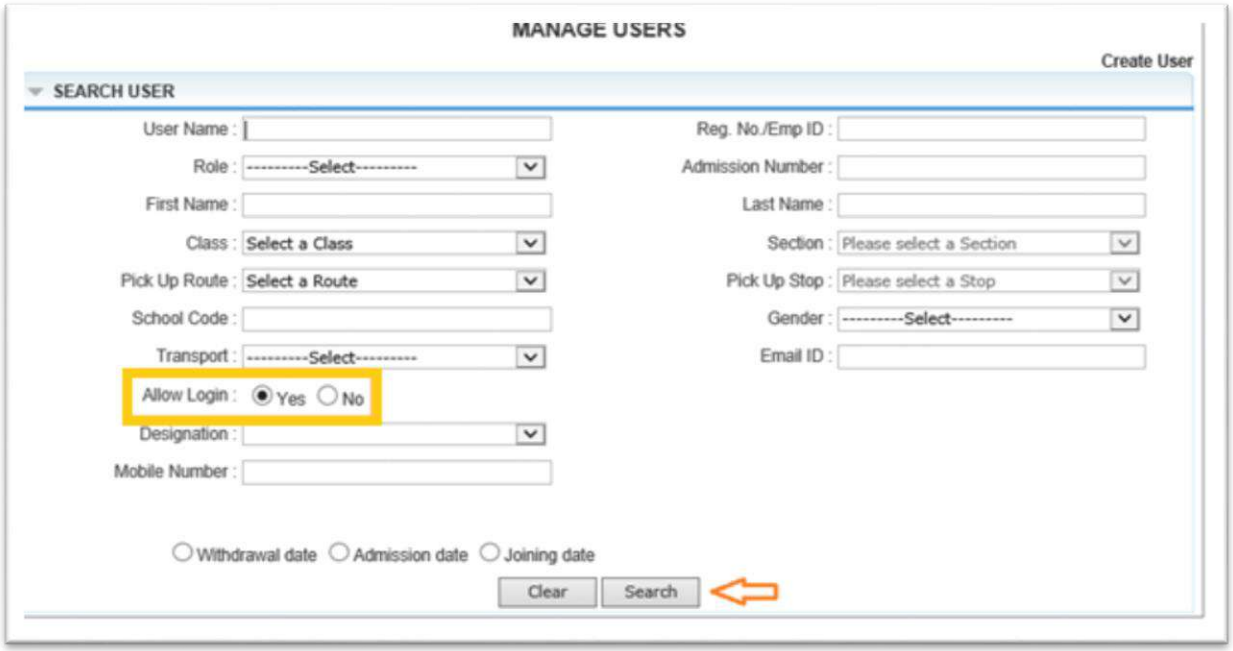
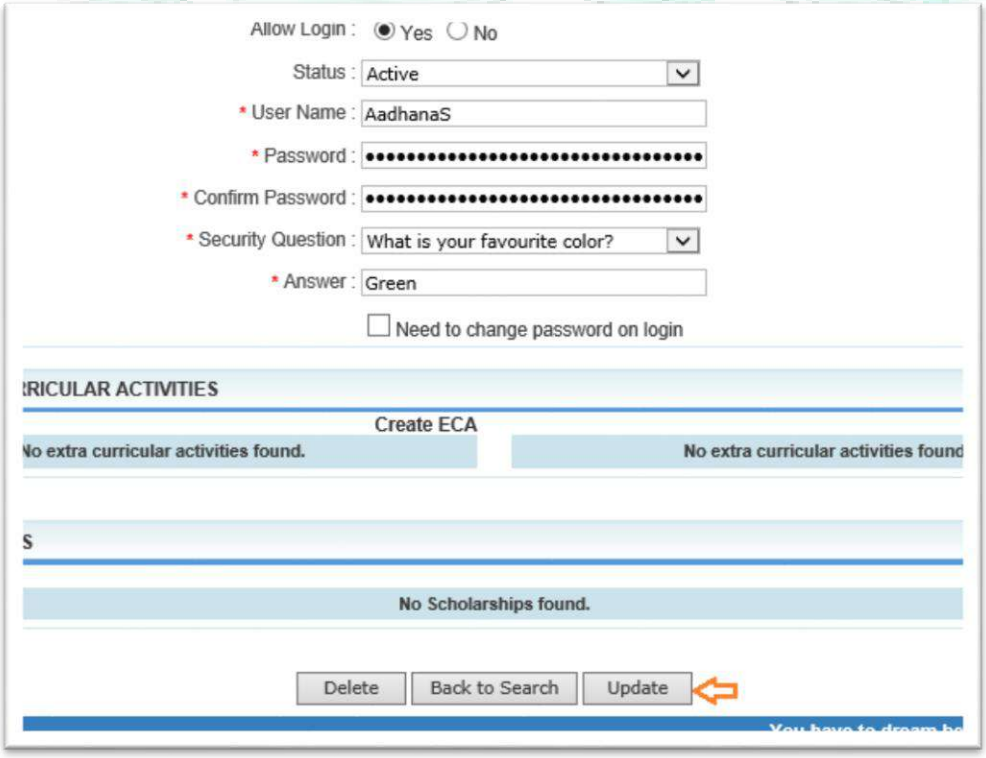


Update User:

Navigate through **Users, Roles and Menu→ Manage Users**

By default, Manage Users screen displays all of the records. Click on the student record, which requires changes/updates.

After updating the required changes click on **Update** button as shown below:



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The message **"Record updated successfully"** is shown on successful save operation.

Other Tabs:

Other details in Tabs can be saved for the user created by clicking on the tabs available,

Other tabs will be enabled only after general info details are saved.

Note: Parent ID will be automatically updated for students as, StudentID_PA.

Student Login: 980130265055 **automatically updated Parent ID:** 980130265055_PA

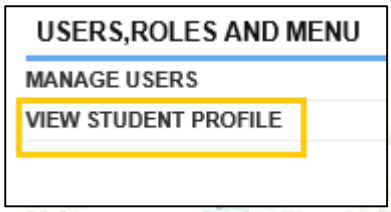
View Student Profile:

This Module is used to view complete profile of Students.

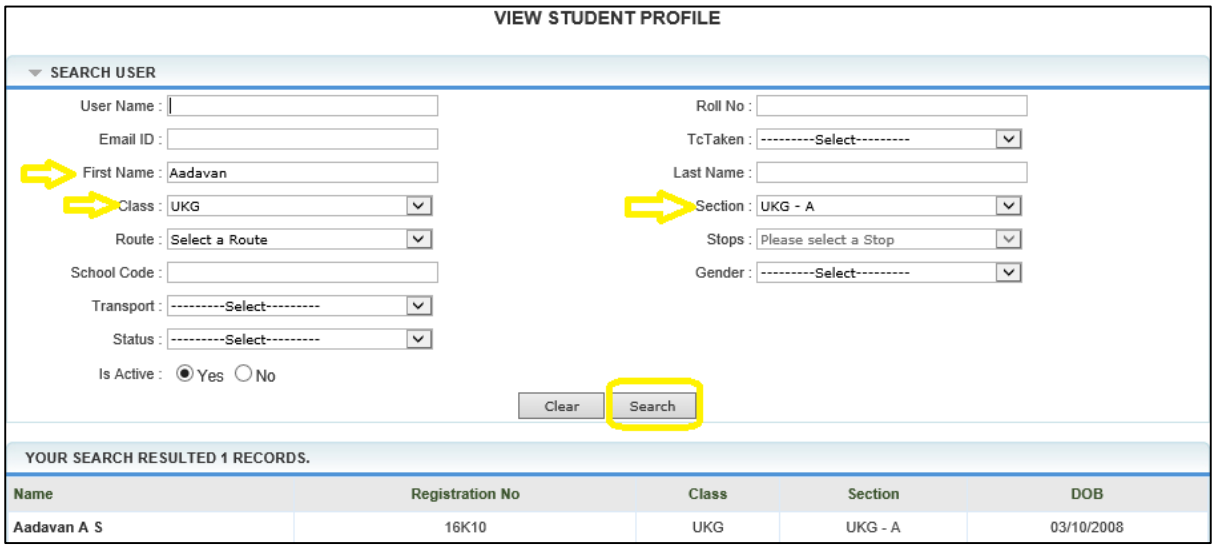
Manage Users Page Can be Reflected in View Student Profile.

We can View End users Attendance details, Fee Details and Academic Performance.

The following screen will be displayed below:



Navigate through **Admin Module →Users, Roles and Menu→View Student Profile**.



Enter details like **First Name, Class and Section** and Click on Search

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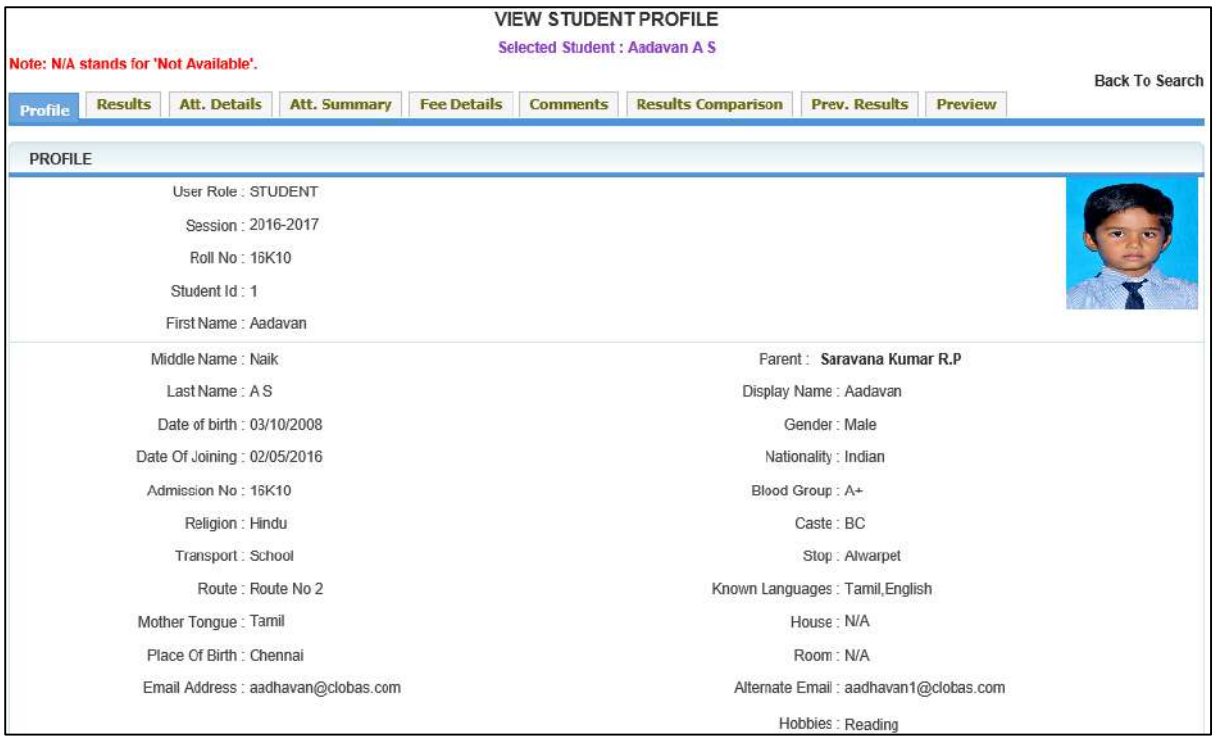

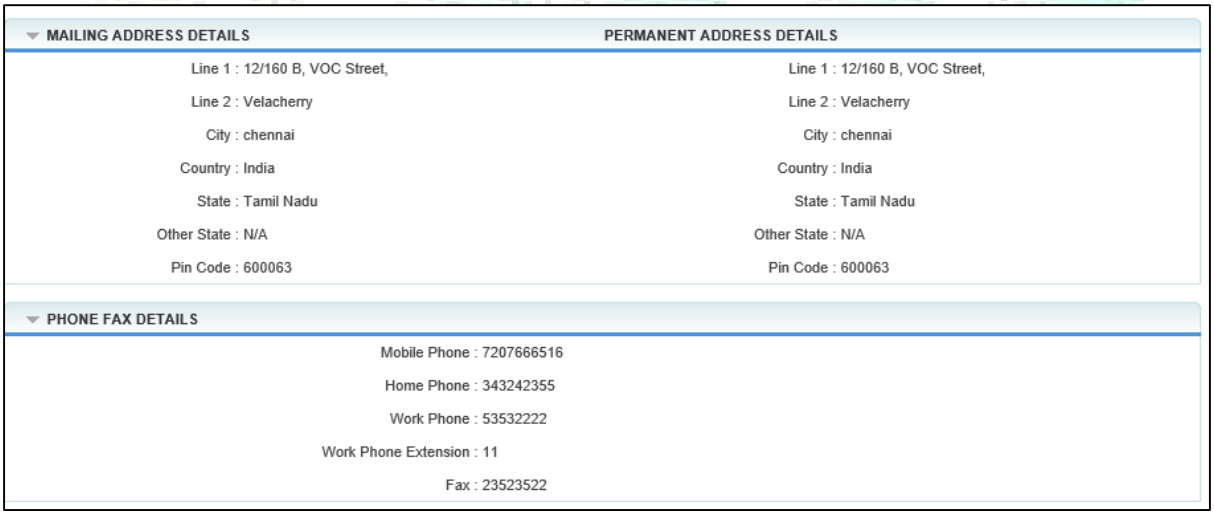

Note: We cannot edit details in View Student Profile Screen, if the entered data is wrong go to manage users page and edit the details.

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Attendance Posting

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Description

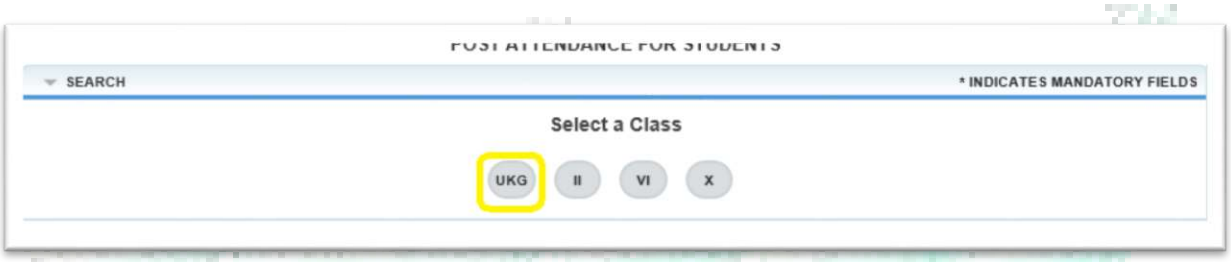
This screen is used to post attendance to selected class & Section

Admin Can Post Attendance for all Classes

Class Teacher can Post attendance for his/her class.

Admin only has the access to delete attendance if attendance is posted as wrong.

Navigate through Left Pane **Attendance Posting**



Select the desired data in the fields,

Select Start Date and End Date (For Example, to post today's attendance; you have to select Start Date "***DD***-MM-20YY" and "DD-MM-20YY").

You can post 7 days of attendance at a time. But we cannot send the SMS to previous days' absentees unless the current date is included.

i) Select Class, Section.

ii) Select Slot Full Day.

iii) And click on **Get Attendance Form** button.

Note: All are Mandatory fields. It is necessary to fill the fields.

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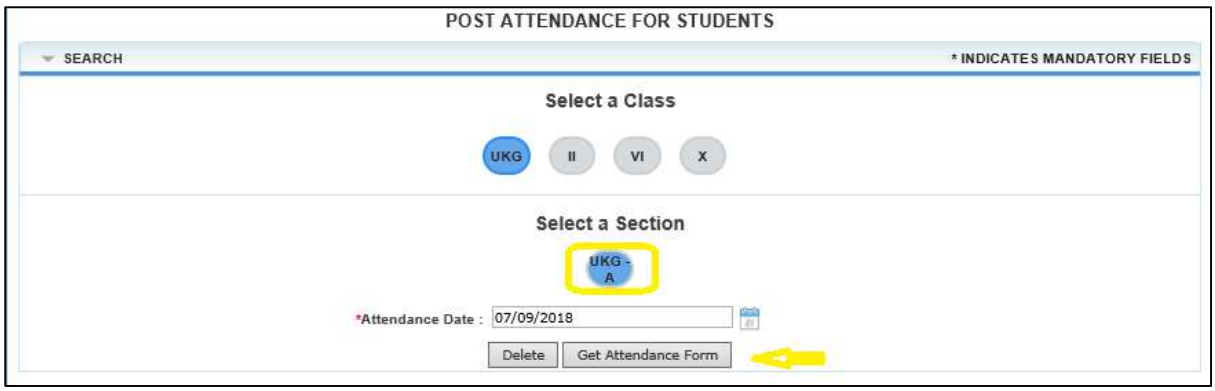

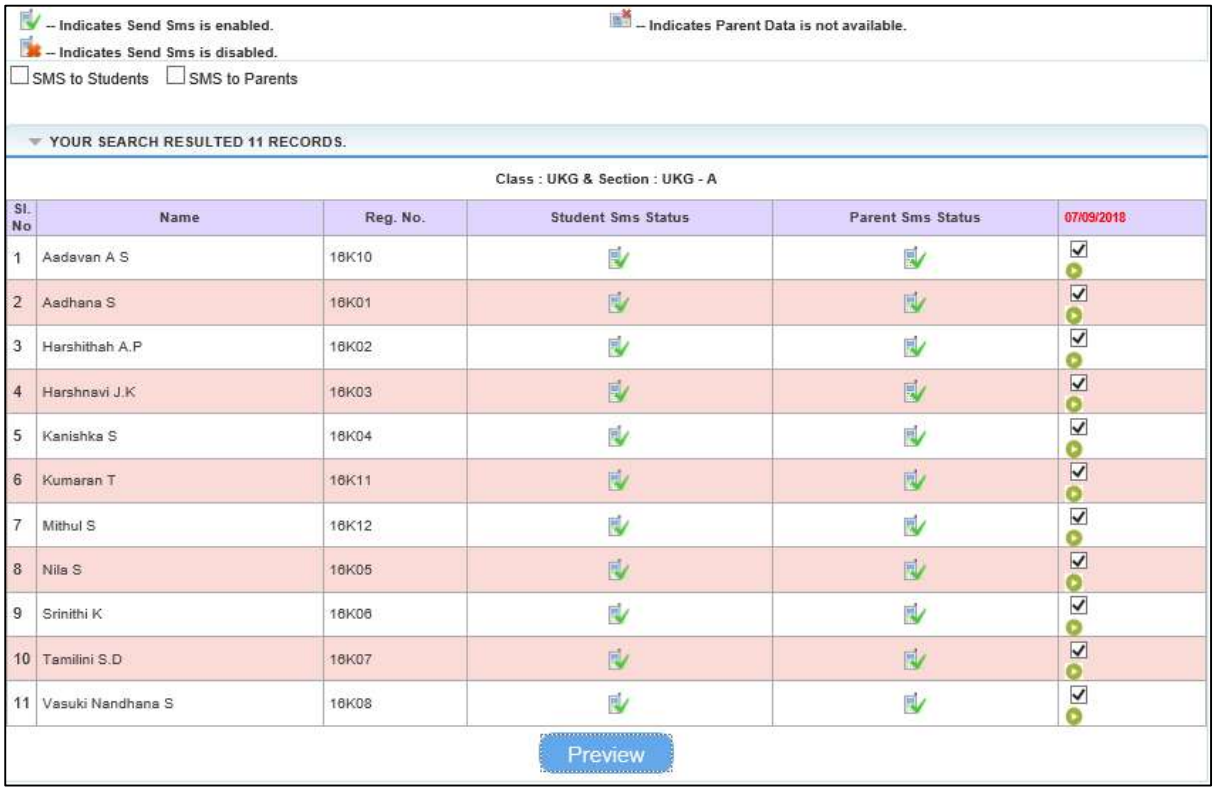

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YOUR SEARCH RESULTED 11 RECORDS.

Class : UKG & Section : UKG - A

Sl. No	Name	Reg. No.	Student Sms Status	Parent Sms Status	07/09/2018
1	Aadavan A S	16K10			☐
2	Aadhana S	16K01			☑
3	Harshithah A.P	16K02			☑
4	Harshnavi J.K	16K03			☑
5	Kanishka S	16K04			☑
6	Kumaran T	16K11			☑
7	Mithul S	16K12			☑
8	Nila S	16K05			☑
9	Srinithi K	16K06			☑
10	Tamilini S.D	16K07			☑
11	Vasuki Nandhana S	16K08			☑

Preview

YOUR SEARCH RESULTED 11 RECORDS.

Class : UKG & Section : UKG - A

Sl. No	Name	Reg. No.	Student Sms Status	Parent Sms Status	07/09/2018
1	Aadavan A S	16K10			☐
2	Aadhana S	16K01			☑
3	Harshithah A.P	16K02			☑
4	Harshnavi J.K	16K03			☑
5	Kanishka S	16K04			☑
6	Kumaran T	16K11			☑
7	Mithul S	16K12			☑
8	Nila S	16K05			☑
9	Srinithi K	16K06			☑
10	Tamilini S.D	16K07			☑
11	Vasuki Nandhana S	16K08			☑

Preview

Note: Click on post to submit the attendance.

ABSENTEE FOR THE DAY (07/09/2018)

1. Aadavan A S

Post Cancel

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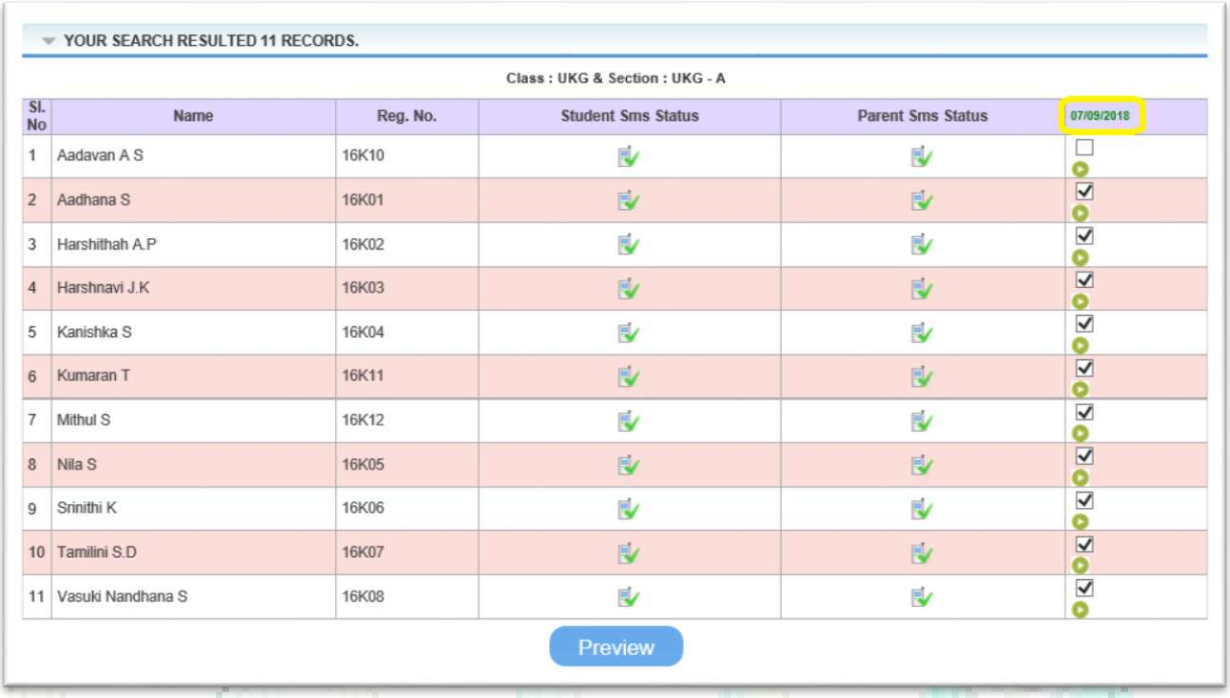
Preview-By Clicking Preview we can Verify Attendance Posted details. Preview option is like cross checking once before attendance posted.



YOUR SEARCH RESULTED 11 RECORDS.

Class : UKG & Section : UKG - A

Sl. No	Name	Reg. No.	Student Sms Status	Parent Sms Status	07/09/2018
1	Aadavan A S	16K10			☐
2	Aadhana S	16K01			☑
3	Harshithah A.P	16K02			☑
4	Harshnavi J.K	16K03			☑
5	Kanishka S	16K04			☑
6	Kumaran T	16K11			☑
7	Mithul S	16K12			☑
8	Nila S	16K05			☑
9	Srinithi K	16K06			☑
10	Tamilini S.D	16K07			☑
11	Vasuki Nandhana S	16K08			☑

Preview

Check the **Check All** and **SMS to Parents**. All the students will be checked.

- If all students are present click on **Post,** below message will be appeared.

  Attendance successfully saved and push notification will be sent to the parent's mobile app.

- If any students are Absent Uncheck the students, click on **Save**, below message will be appeared. An SMS is sent to the parent.

  Attendance posted successfully, SMS successfully sent.

<u>Important Note:</u>

We need to check the check boxes before Save, whether the particular student is present or absent check it twice or thrice.

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Result Posting

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Description:
This module is used for posting results for individual subjects.

Admin Can Post Results for all Classes

Subject Teacher can Post Results for his/her respective Subjects.

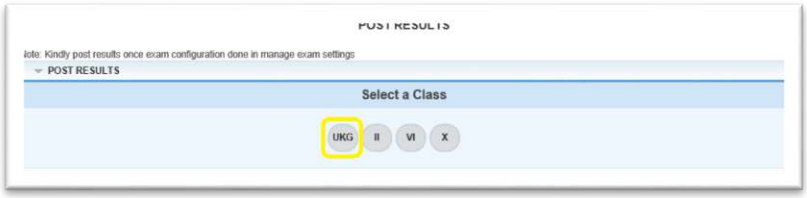
Before Posting Results make Sure Conducted Date has been set in **Manage Exam Settings**

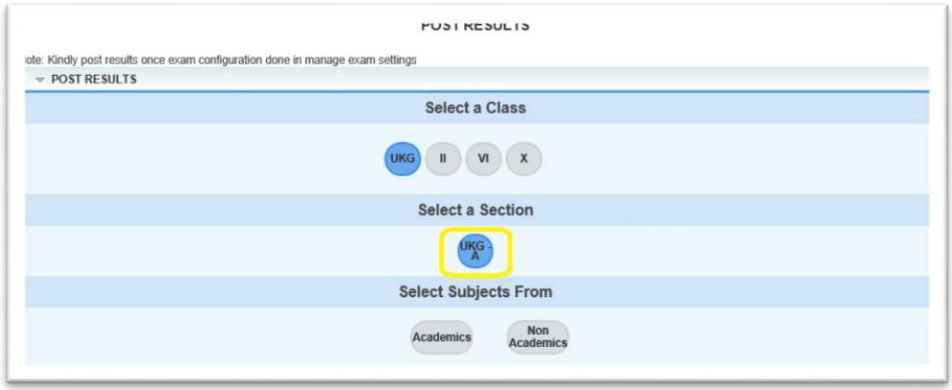
And Exam has been created in Manage Exam Page.

Navigate thorough left pane **Results Posting.**

Steps for posting results is listed below:

1. Select class and section of the particular subject for which result has to be posted:





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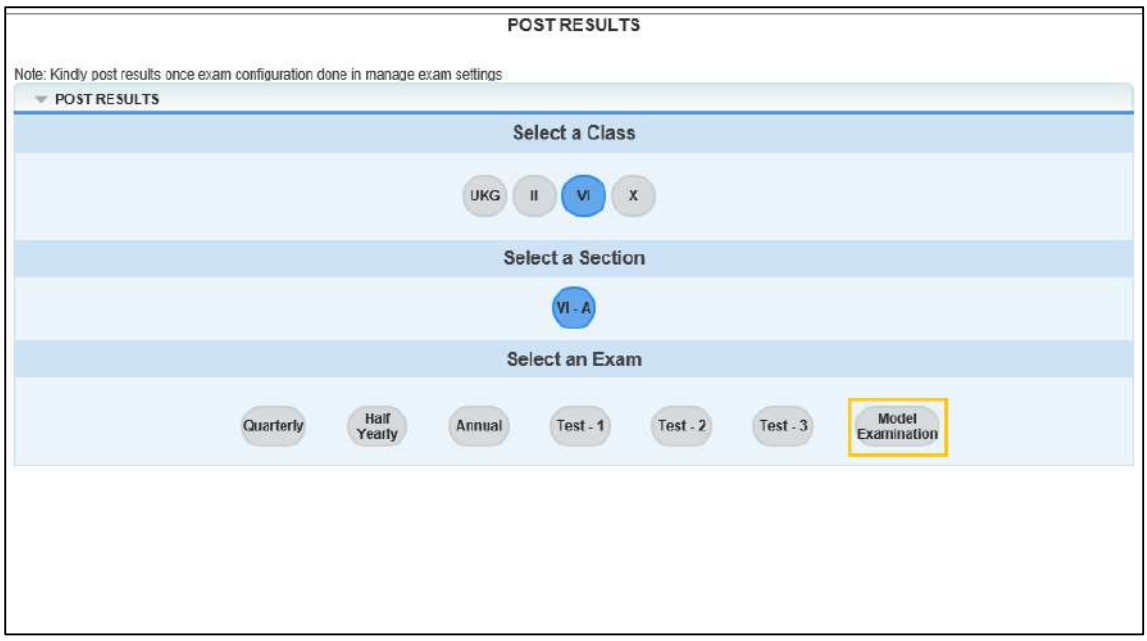
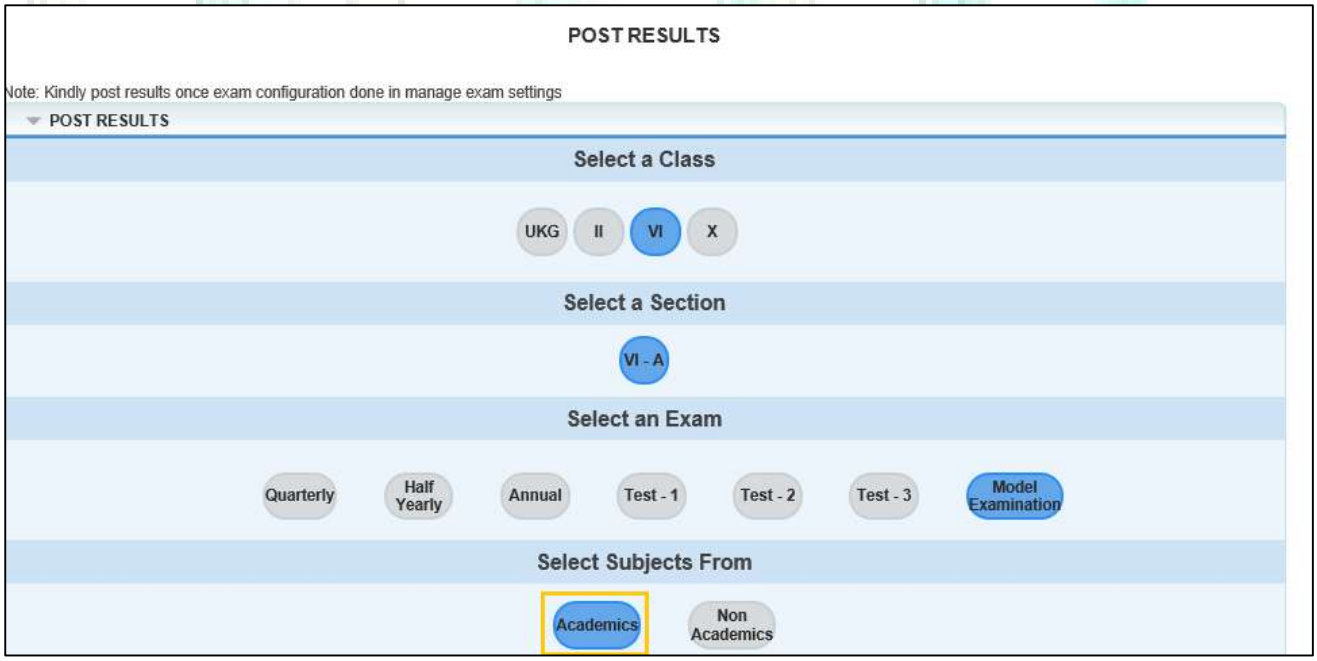


2. Select Subject for which the result has to be posted and its respected exam.

3. Select Academics and Post Results. (In Manage Subjects Page Subjects will be included in Total will be reflected in Academics).



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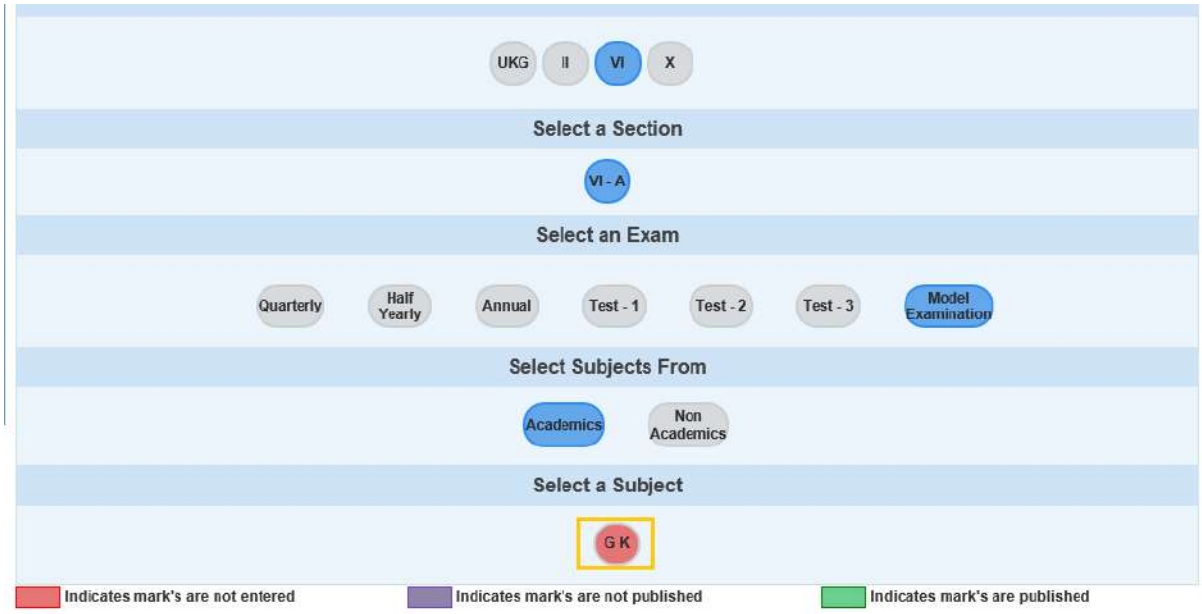
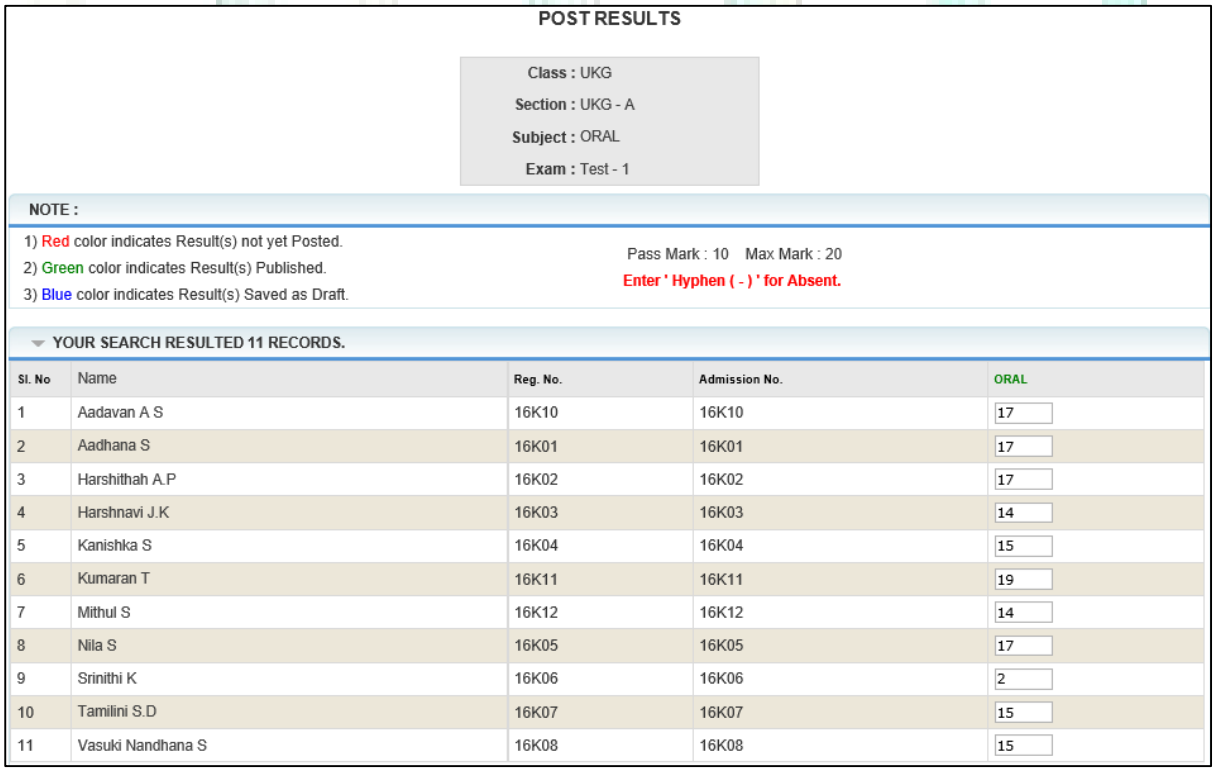


When Subject is selected Based on Colour code we can come into conclusion that Results are entered/Saved as Draft and Published.

Red-Indicate Marks are not entered.

Violet-Marks are saved as Draft.

Green-Marks are published.



POST RESULTS

Class : UKG
Section : UKG - A
Subject : ORAL
Exam : Test - 1

NOTE :

1) Red color indicates Result(s) not yet Posted.
2) Green color indicates Result(s) Published.
3) Blue color indicates Result(s) Saved as Draft.

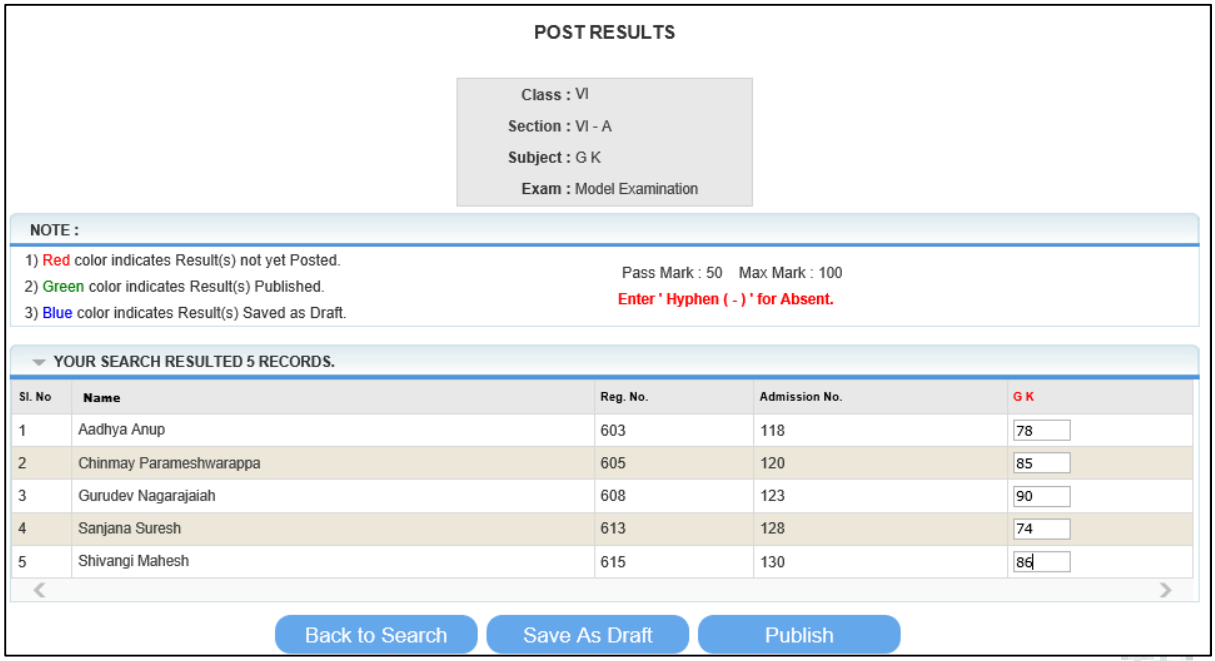
Pass Mark : 10 Max Mark : 20
Enter ' Hyphen (-) ' for Absent.

YOUR SEARCH RESULTED 11 RECORDS.

Sl. No	Name	Reg. No.	Admission No.	ORAL
1	Aadavan A S	16K10	16K10	17
2	Aadhana S	16K01	16K01	17
3	Harshithah A.P	16K02	16K02	17
4	Harshnavi J.K	16K03	16K03	14
5	Kanishka S	16K04	16K04	15
6	Kumaran T	16K11	16K11	19
7	Mithul S	16K12	16K12	14
8	Nila S	16K05	16K05	17
9	Srinithi K	16K06	16K06	2
10	Tamilini S.D	16K07	16K07	15
11	Vasuki Nandhana S	16K08	16K08	15

Then click on 'Go to step2 of Post Results' button.

4. Enter the Conducted date, Pass mark and Maximum mark of the respected Subject in Manage Exam Settings Page.



5.1 Enter the Marks of each individual student.

5.2 There are four buttons below.

1) Go back to step1: Moves back to Step1 page.

2) Go back to step2: Moves back to Step2 page.

3)Save as Draft: We can save the marks and can be published later.

4)Publish: Results will be published in the portal.

Note: If a student is absent enter Hyphen (-)

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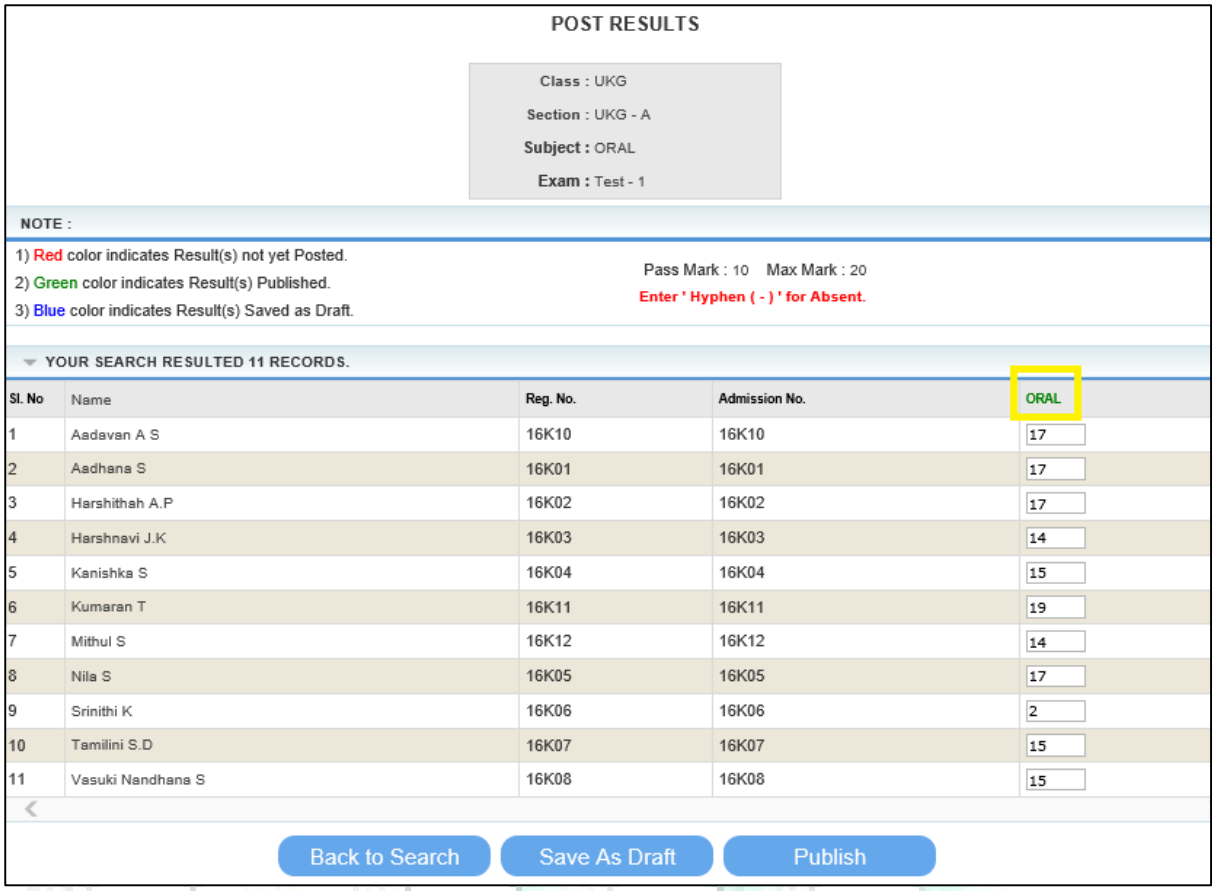

POST RESULTS

Class : UKG
Section : UKG - A
Subject : ORAL
Exam : Test - 1

NOTE :

1) Red color indicates Result(s) not yet Posted.
2) Green color indicates Result(s) Published.
3) Blue color indicates Result(s) Saved as Draft.

Pass Mark : 10 Max Mark : 20
Enter ' Hyphen (-) ' for Absent.

YOUR SEARCH RESULTED 11 RECORDS.

Sl. No	Name	Reg. No.	Admission No.	ORAL
1	Aadavan A S	16K10	16K10	17
2	Aadhana S	16K01	16K01	17
3	Harshithah A.P	16K02	16K02	17
4	Harshnavi J.K	16K03	16K03	14
5	Kanishka S	16K04	16K04	15
6	Kumaran T	16K11	16K11	19
7	Mithul S	16K12	16K12	14
8	Nila S	16K05	16K05	17
9	Srinithi K	16K06	16K06	2
10	Tamilini S.D	16K07	16K07	15
11	Vasuki Nandhana S	16K08	16K08	15

Back to Search | Save As Draft | Publish

After publishing the results, Results can be viewed in the parents mobile app.

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Bonafide Certificate

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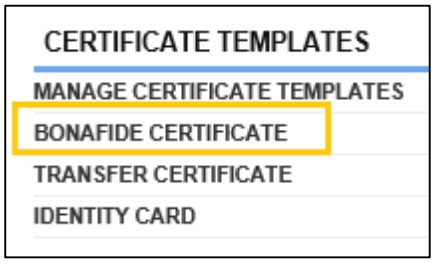
Description:

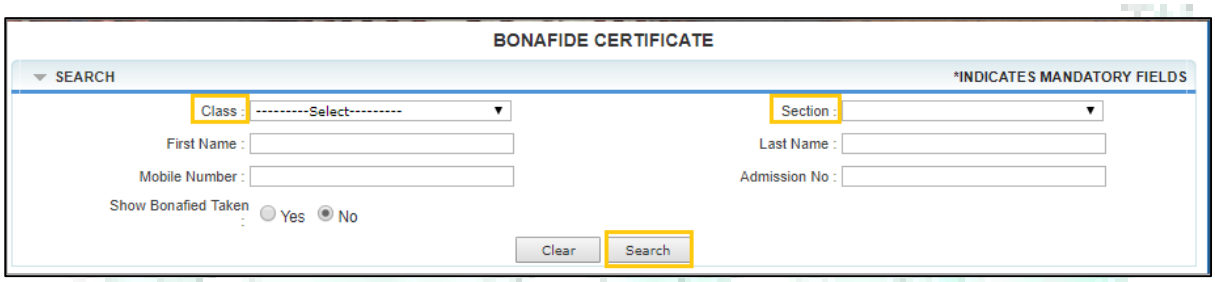
Bonafide certificate is a certificate issued by the School to prove that the student has studied in a particular school.

Admin has only access to generate Bonafide certificate



Navigation: **Admin Module -> Certificate templates -> Bonafide Certificate**

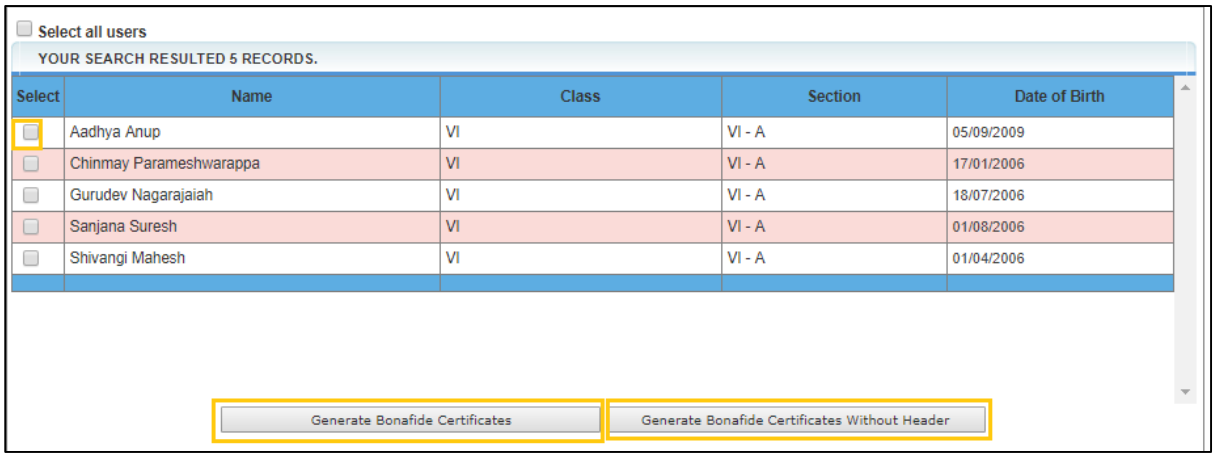
Choose the desired filters to search the student whose Bonafide should be generated and click on Search.



Select the student by clicking on the check box.

Select Generate Bonafide Certificate to generate with the institutes letter head.

Select Generate Bonafide Certificate without header to generate without the institutes letter head



Generate Bonafide Certificate:

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We can take a printout by selecting the print option.

PRINT

CLOBAS INTERNATIONAL SCHOOL

Old Mahabalipuram Road, Siruseri, Chennai - 603103.

23.10.2018

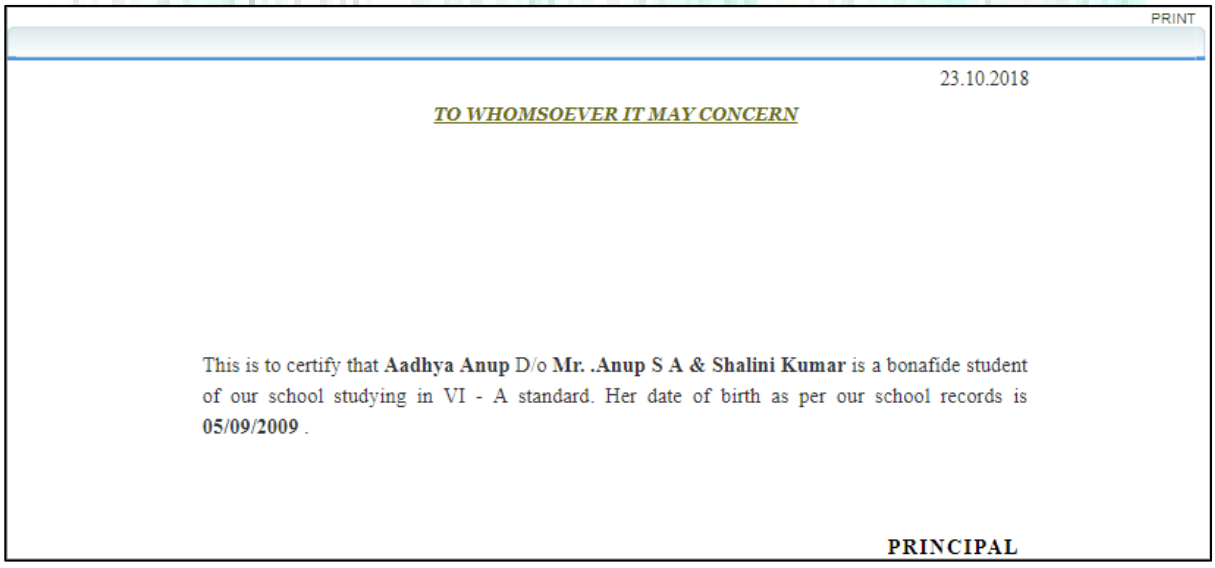
TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Aadhya Anup** D/o **Mr. .Anup S A & Shalini Kumar** is a bonafide student of our school studying in VI - A standard. Her date of birth as per our school records is **05/09/2009** .

PRINCIPAL

Generate Bonafide Certificate without header:

We can take a printout by selecting the print option.


PRINT

23.10.2018

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Aadhya Anup** D/o **Mr. .Anup S A & Shalini Kumar** is a bonafide student of our school studying in VI - A standard. Her date of birth as per our school records is **05/09/2009** .

PRINCIPAL

Show Bonafide Taken:

If Yes, all previously generated Bonafide certificate will be shown.

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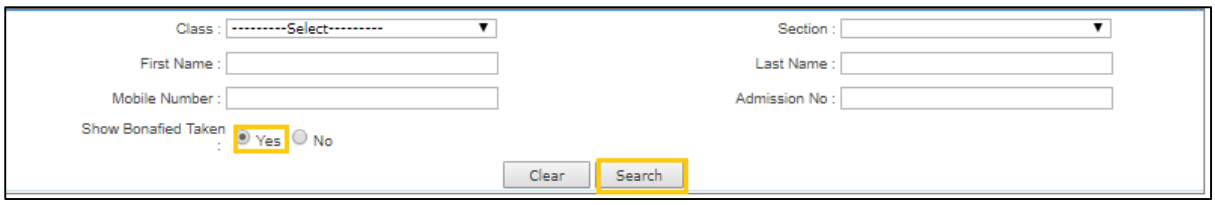

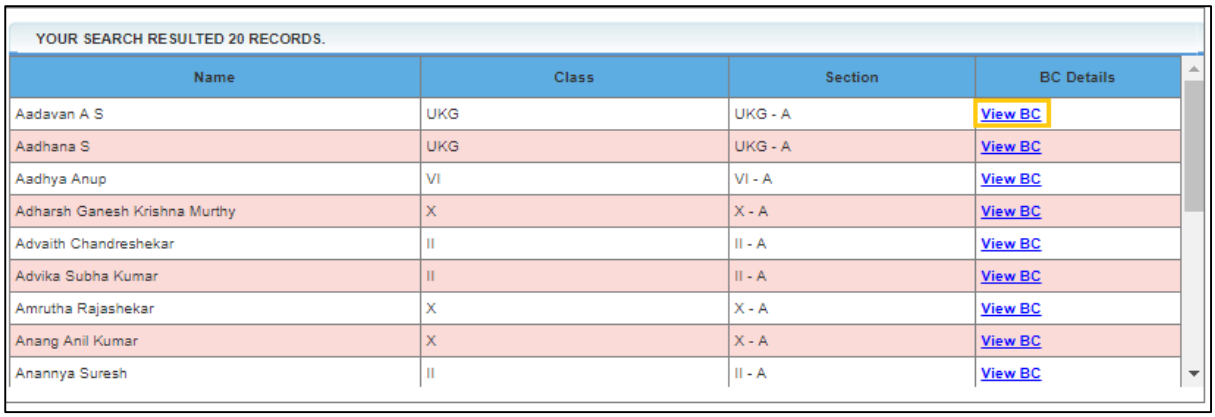

Name	Class	Section	BC Details
Aadavan A S	UKG	UKG - A	View BC
Aadhana S	UKG	UKG - A	View BC
Aadhya Anup	VI	VI - A	View BC
Adharsh Ganesh Krishna Murthy	X	X - A	View BC
Advaith Chandreshekar	II	II - A	View BC
Advika Subha Kumar	II	II - A	View BC
Amrutha Rajashekar	X	X - A	View BC
Anang Anil Kumar	X	X - A	View BC
Anannya Suresh	II	II - A	View BC

After Selecting**" View BC",** the Bonafide Certificate will be generated.

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Transfer Certificate

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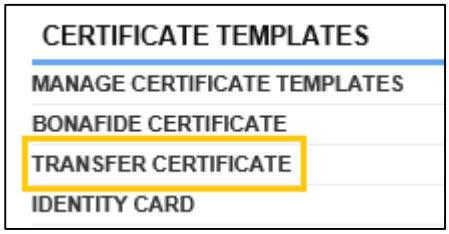
Description:

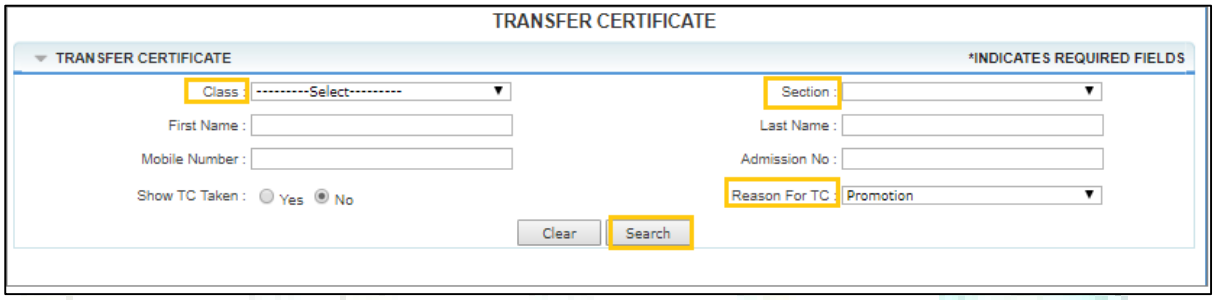
Transfer certificate is a certificate issued to a student on his request by the in charge of the institution ie.when the student wants to leave that institution or Completed his education

Admin has only access to generate Transfer certificate

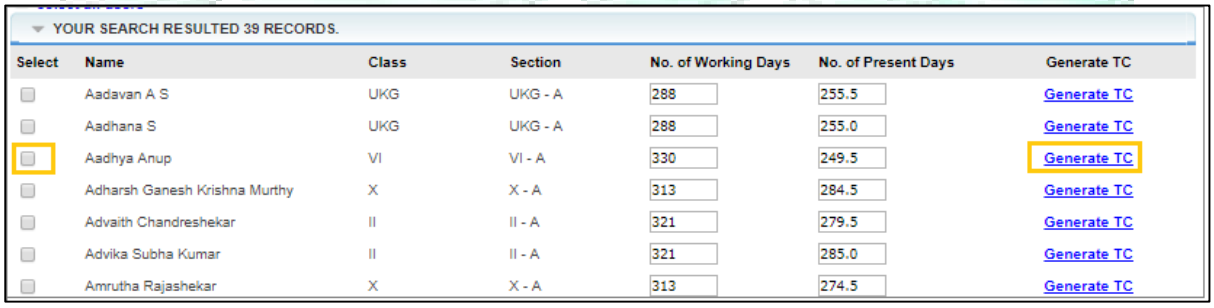


Navigation: **Admin Module -> Certificate templates -> Transfer Certificate**

Choose the desired filters to search the student whose TC should be generated and click on Search.



Select the student by clicking on the check box and click on Generate TC.



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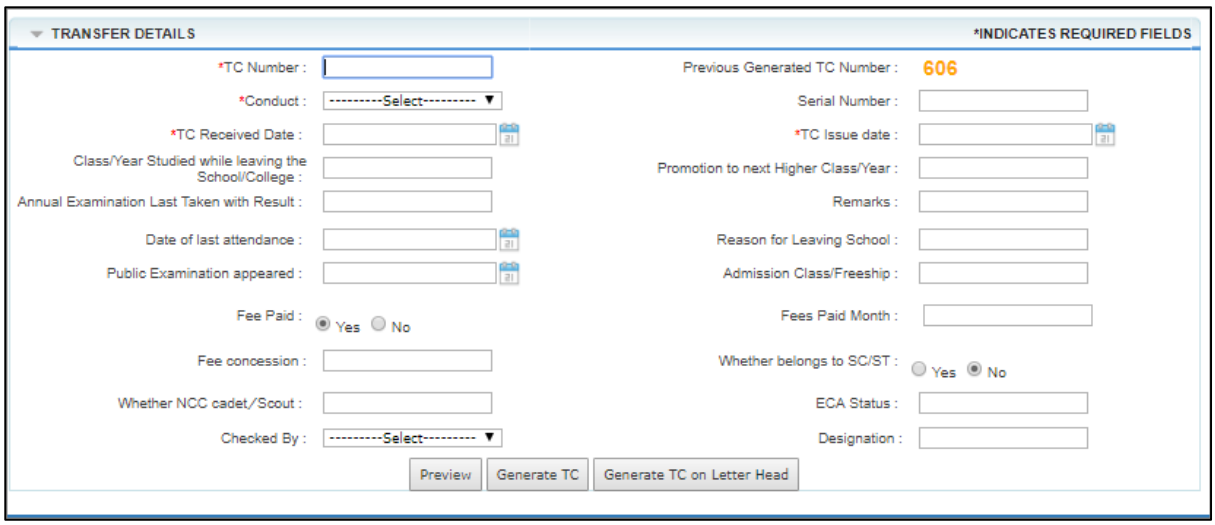


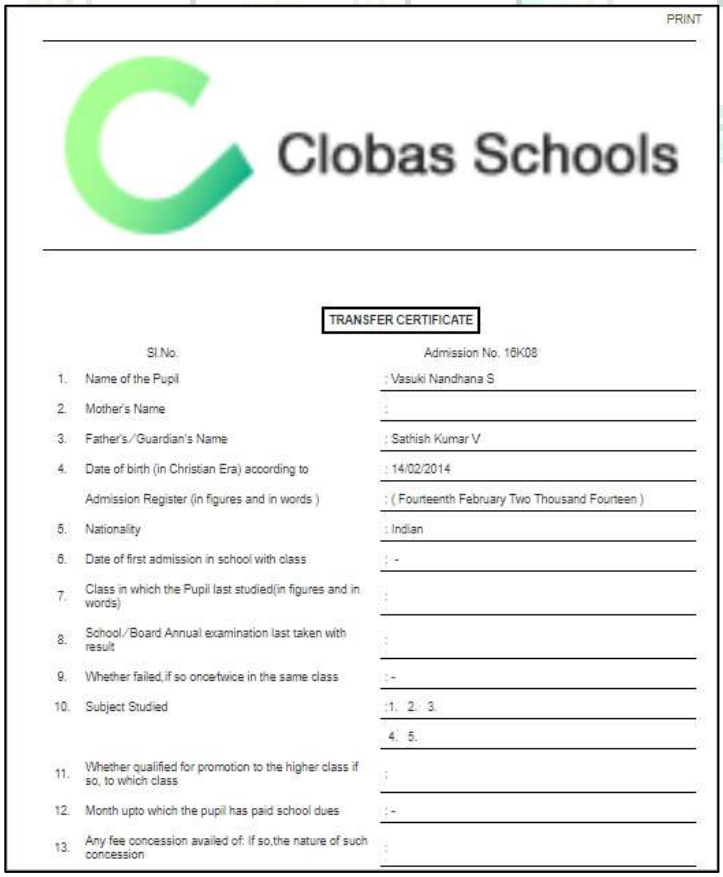
Enter all the mandatory fields and other required fields and click on preview to view the TC.

Select Generate TC to generate with the institutes letter head.

Select Generate TC on letter head to generate without the institutes letter head

Generate TC:

We can take a printout by selecting the print option.



PRINT

Clobas Schools

TRANSFER CERTIFICATE

Sl.No. Admission No. 16K08

1.	Name of the Pupil	: Vasuki Nandhana S
2.	Mother's Name	:
3.	Father's/Guardian's Name	: Sathish Kumar V
4.	Date of birth (in Christian Era) according to	: 14/02/2014
	Admission Register (in figures and in words)	: (Fourteenth February Two Thousand Fourteen)
5.	Nationality	: Indian
6.	Date of first admission in school with class	: -
7.	Class in which the Pupil last studied(in figures and in words)	:
8.	School/Board Annual examination last taken with result	:
9.	Whether failed,if so once/twice in the same class	: -
10.	Subject Studied	:1. 2. 3.
		4. 5.
11.	Whether qualified for promotion to the higher class if so, to which class	:
12.	Month upto which the pupil has paid school dues	: -
13.	Any fee concession availed of: If so,the nature of such concession	:

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Generate TC on Letter Head:

We can take a printout by selecting the print option.

TRANSFER CERTIFICATE

TC.No.602 Roll No.14 Admission No. 113

1.	Name of the Pupil	: Tanmay Nagaraja Naik
2.	Mother's Name	:
3.	Father's / Guardian's Name	: Dr.Nagaraja Naik L.
4.	Date of birth (in Christian Era) according to	: 12/07/2011
	Admission Register (in figures and in words)	: (Twelth July Two Thousand Eleven)
5.	Nationality	: Indian
6.	Date of first admission in school with class	: 01/08/2016 -
7.	Class in which the Pupil last studied(in figures and in words)	: Second
8.	School / Board Annual examination last taken with result	: Pass
9.	Whether failed,if so once/twice in the same class	: -
10.	Subject Studied	:1. 2. 3.
		4. 5.
11.	Whether qualified for promotion to the higher class if so, to which class	: Third
12.	Month upto which the pupil has paid school dues	: March
13.	Any fee concession availed of: If so,the nature of such concession	: No

If Yes, all previously generated Transfer certificate will be shown.

TRANSFER CERTIFICATE

TRANSFER CERTIFICATE *INDICATES REQUIRED FIELDS

Class : ---------Select--------- Section :

First Name : Last Name :

Mobile Number : Admission No :

Show TC Taken : Yes No Reason For TC : Promotion

Clear Search

YOUR SEARCH RESULTED 20 RECORDS.

Select	Name	Class	Section	No. of Working Days	No. of Present Days	TC Details	
	Abiram S	II	II - A	248	224.0	View Generated TC	Regenerate TC
	Adithi Nataraj	VI	VI - A	85	66.0	View Generated TC	Regenerate TC
	Akash Dayananda	VI	VI - A	156	133.0	View Generated TC	Regenerate TC
	Deepthi Hegde Shanthiram	VI	VI - A	248	211.0	View Generated TC	Regenerate TC
	Disha Ajay	VI	VI - A	243	204.5	View Generated TC	Regenerate TC
	Harsha Rudresh	VI	VI - A	236	204.0	View Generated TC	Regenerate TC
	Niharika Girish	VI	VI - A	252	210.0	View Generated TC	Regenerate TC
	Pavan Budhivanthara Sangappa	VI	VI - A	248	199.5	View Generated TC	Regenerate TC
	Priya	II	II - A	31	30.0	View Generated TC	Regenerate TC

After Selecting**" View Generated TC",** the Transfer Certificate will be generated.

If we click on Regenerate TC, we need to re-enter all fields to regenerate again.

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Identity Card

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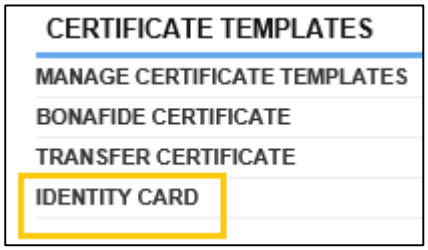
Description:

In this Module Admin can generate identity card for End users which is same as organization.

Manage users page can be reflected in identity card generation.

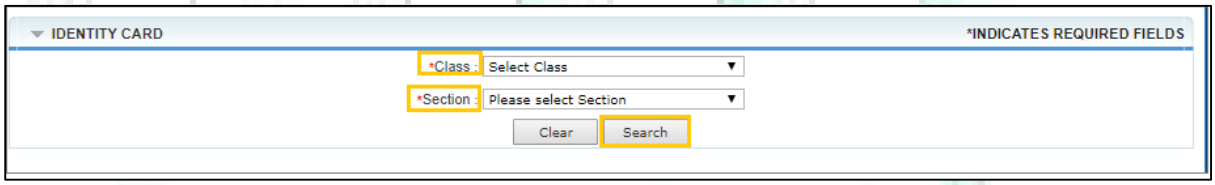
New user can be created in Manage users page

Note: Students who are in portal will be generated here.

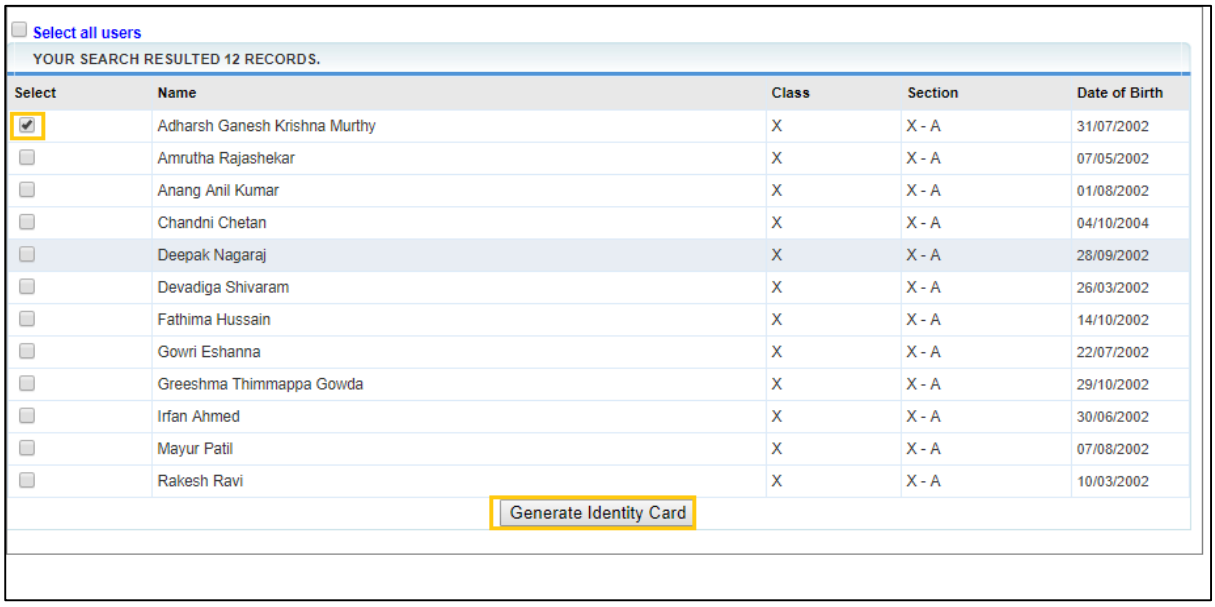


Navigation: **Admin Module -> Certificate templates -> Identity Card**

Select Class and Section of the student and click on search.



Select by the students by clicking on the check box and select Generate Identity Card.



Select	Name	Class	Section	Date of Birth
☑	Adharsh Ganesh Krishna Murthy	X	X - A	31/07/2002
☐	Amrutha Rajashekar	X	X - A	07/05/2002
☐	Anang Anil Kumar	X	X - A	01/08/2002
☐	Chandni Chetan	X	X - A	04/10/2004
☐	Deepak Nagaraj	X	X - A	28/09/2002
☐	Devadiga Shivaram	X	X - A	26/03/2002
☐	Fathima Hussain	X	X - A	14/10/2002
☐	Gowri Eshanna	X	X - A	22/07/2002
☐	Greeshma Thimmappa Gowda	X	X - A	29/10/2002
☐	Irfan Ahmed	X	X - A	30/06/2002
☐	Mayur Patil	X	X - A	07/08/2002
☐	Rakesh Ravi	X	X - A	10/03/2002

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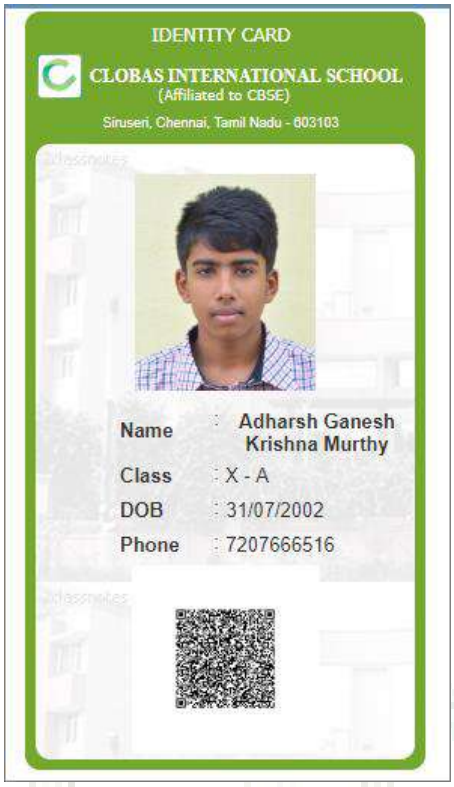
Generate Identity Card: We can take a printout by selecting the print option.



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Certificate Templates

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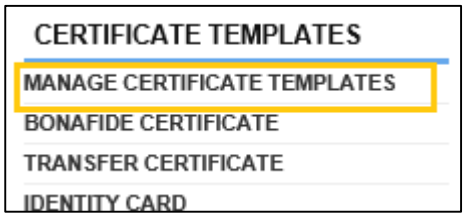
Description:

This module is used to create School related Templates.

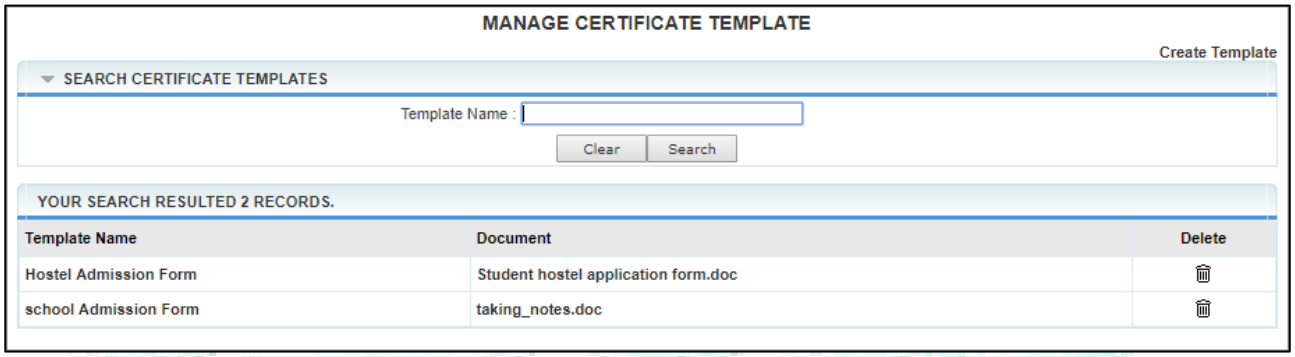
Admin will be Creating Certificate Templates.



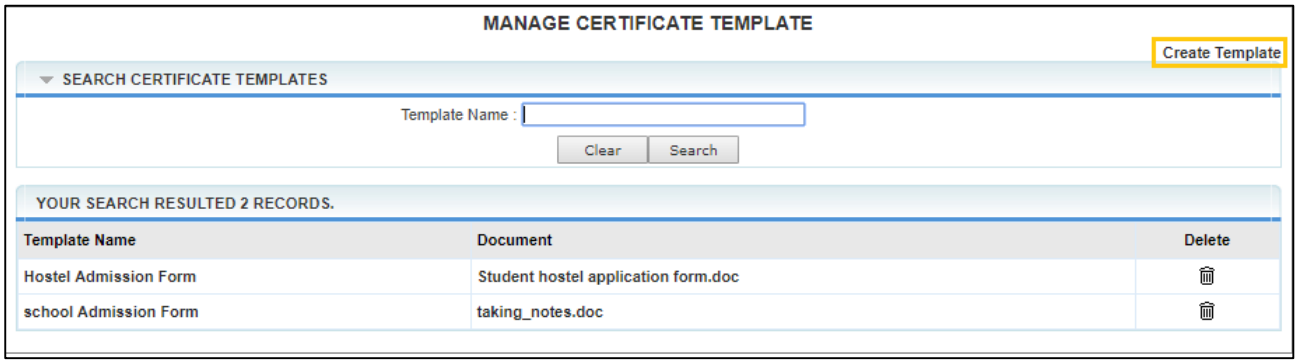
Navigation: Admin Module -> Certificate Templates -> Manage Certificate Template

In this module, we can save all the certificate templates.

By default, all existing templates will appear, we can filter by typing the template name and click on search.



Create a new template – Select Create template.



Template Name: Enter the template Name

Attach File: Choose the file from your PC Folders

Clear: Clears the data

Back to Search: Goes back to the search page

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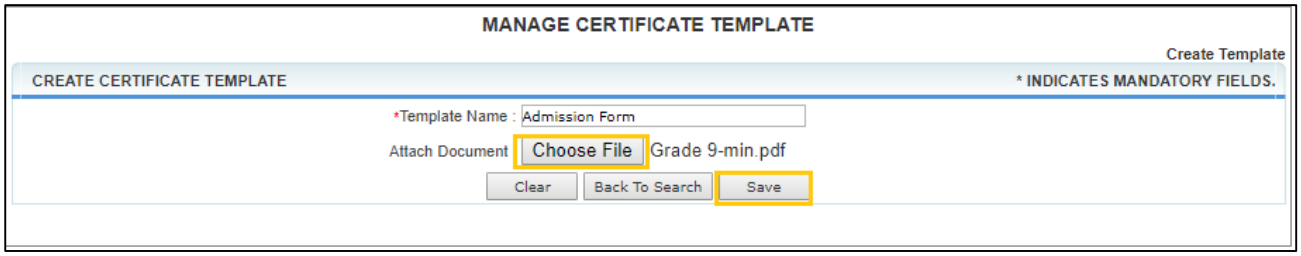
Save: Saves the certificate template



We can update the Template by clicking on the Template name. We can also delete the template by clicking on the bin option adjacent to the template.

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Home Work Module

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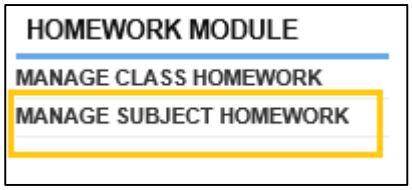
Manage Subject Homework

Description:
This module is used for posting home work for all classes individually.

Posted Home Work Can be viewed in Mobile App and Web Portal, In Mobile App Push Notifications will be sent

Admin can post Home work for all classes

Teachers have access to post his/her Subject.



Steps for posting home work are listed below: Navigate through **Admin Module > Homework Module > Subject Homework**

Select **Manage Subject Home work** from Home Work Module.

Enter Details:

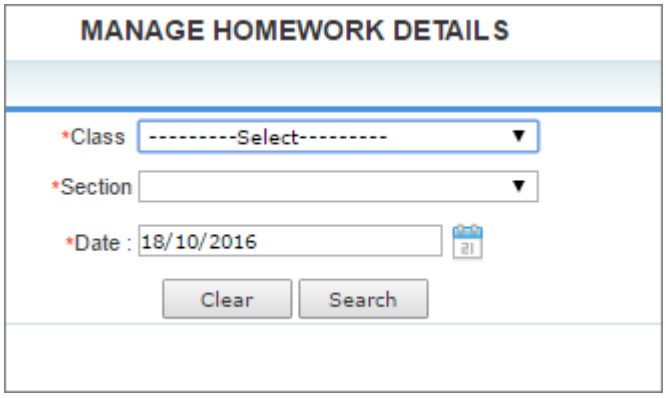
Select Class, Section for which the home work has to be posted.

Then select date (Default: Today's date).

There are two buttons below

1) Clear: Resets the data.

2) Search: Searches all subjects for the particular class.



Enter Home Work for subjects:

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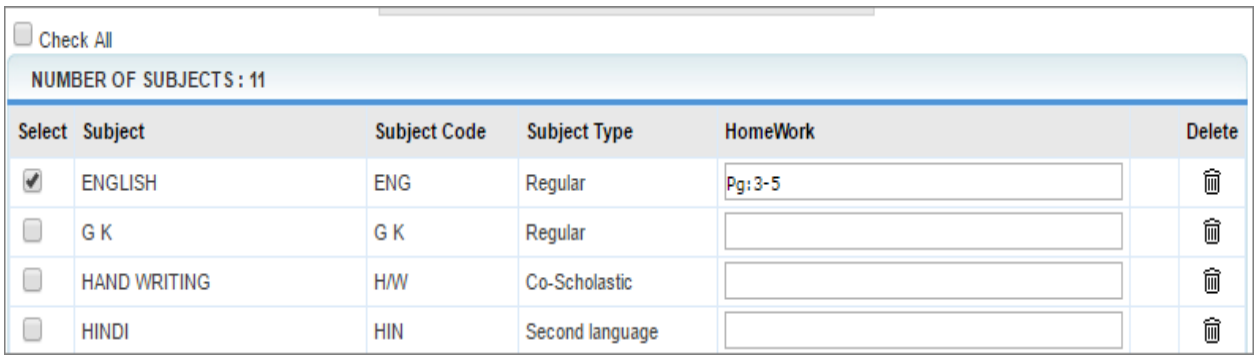
In Teachers login they can enter the home work for their particular subject, it will be reflected in this screen.

If not, we can enter all the subject home works in this page manually.



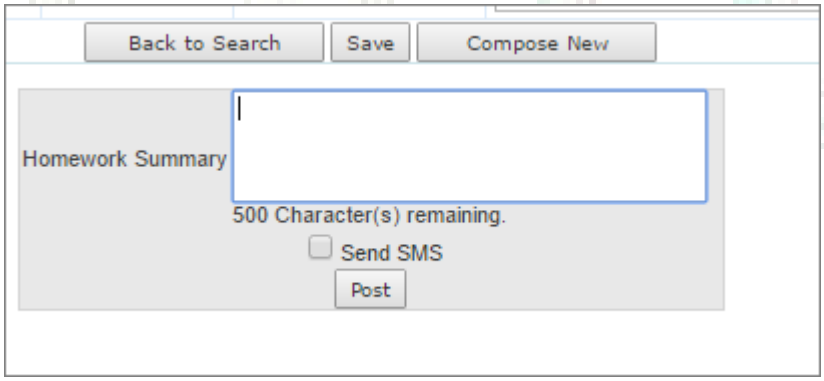
Home Work Summary:

There are three buttons

1. Back to search: Moves back to the previous page.

2. Save: Saves all the home work of each subject.

3. Compose New: Combines all the subject home work in the homework summary Text box.



We can also directly enter all the home work for a particular class in the 'homework summary' Text box.

Send SMS and Post

When we select this check box and click post homework message will be sent to all parents and also it will reflect in the parent's login.

If it is unchecked Message won't be sent, it will only reflect in the parent's login.

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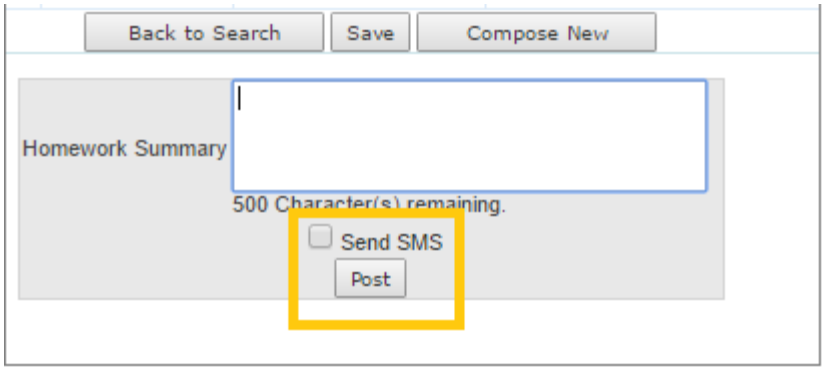


Manage Class Homework:

Description:

This module is used for posting home work for all classes.

Posted Home Work Can be viewed in Mobile App and Web Portal, In Mobile App Push Notifications will be sent

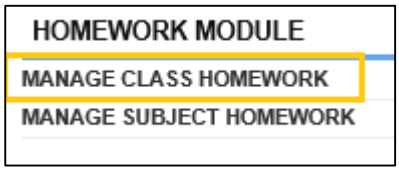
Admin can post Home work for all classes

Teachers have access to post his/her Subject.

Steps for posting home work is listed below:

Click on Admin Module in the left Menu.

Select **Class Home work** from Home Work Module.



Navigate through **Admin Module > Homework Module > Manage Class Homework**

Enter Details:

We need to select the date for which the home work has to be posted.

Rest of the fields are not mandatory; we can use it for filtering purpose.

There are two buttons

1. Clear: Resets all the data.

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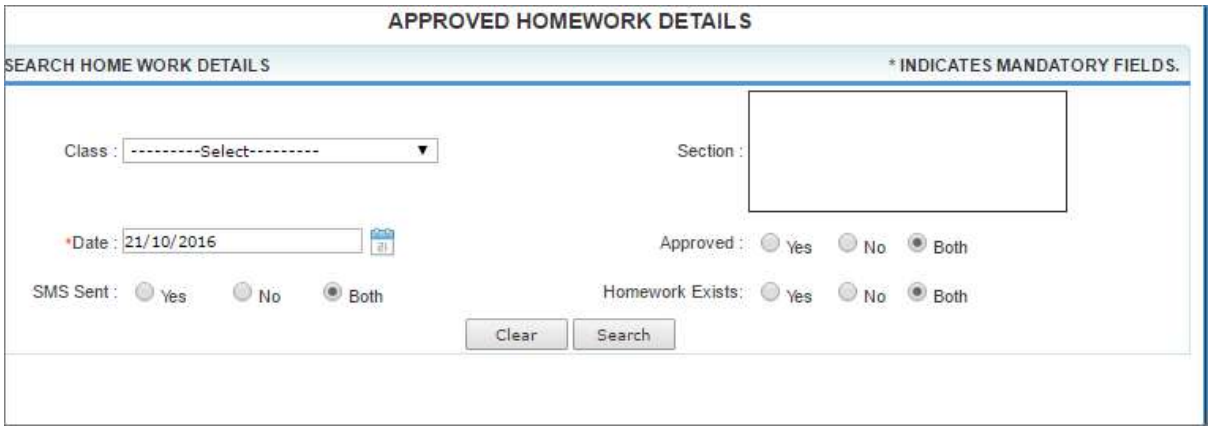
2. Search: Searches all the classes or the filtered class.



NOTE: There are more filters

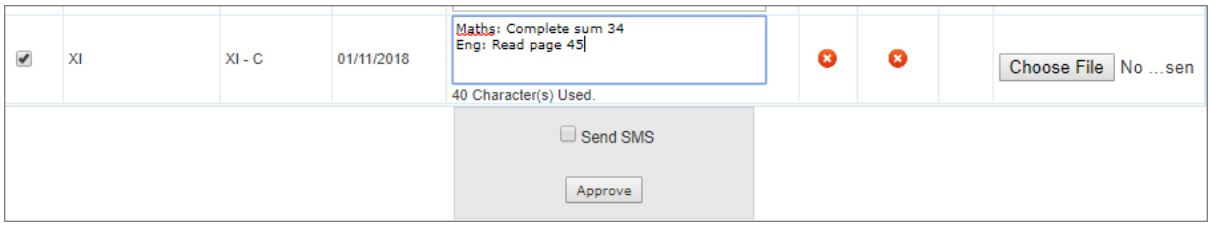
SMS Sent: Whether the SMS is sent or not.

Approved: Whether the homework is approved or not.

Homework Exists: Whether the homework is posted or not.

Enter Homework:

We should directly enter all the home work for a particular class in the 'homework' Text box for all the selected classes.



Send SMS and Approve

When we select this check box and click 'approve' homework message will be sent to all parents and also it will reflect in the parent's login.

If it is unchecked Message won't be sent, it will only reflect in the parent's login.

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Feedback

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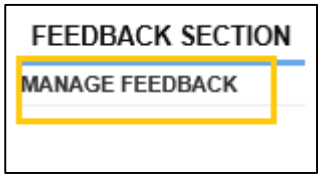
Description:

This module allows user to give a feedback about the Campus.

Feedback gives information about School which is used as a basis for improvement.

Admin has the access to View Feedback and reply for all Users.

Teachers and Students/Parents can post Feedback about School.



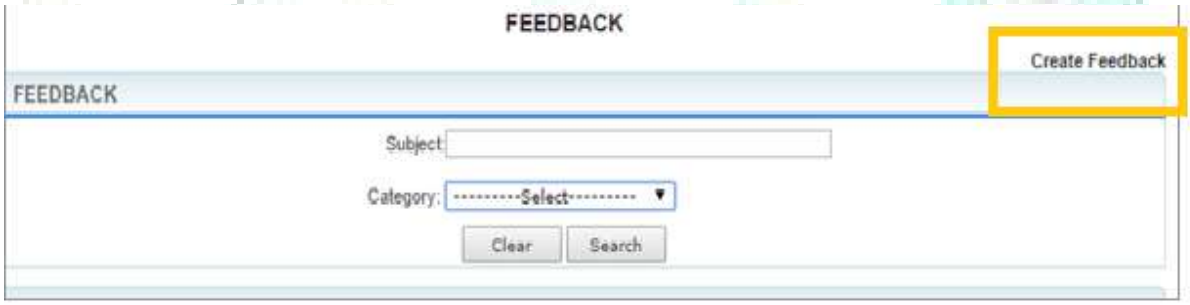
Steps for creating a feedback is listed below:

Navigate through **Admin Module > Manage Feedback.**

Select **Manage Feedback** from Feedback Section.

Create Feedback:

Create-Select 'Create Feedback' section for creating a new Feedback.



Enter the subject in the 'Feedback subject' section and choose the 'category' related to the subject.

Enter the description for the subject in the 'Description' Section.

Below are three buttons

1. Clear- Clears all the Text.

2. Back to Search- Moves to the Main menu (Feed Back Section).

3. Post- Upload the entered feedback.

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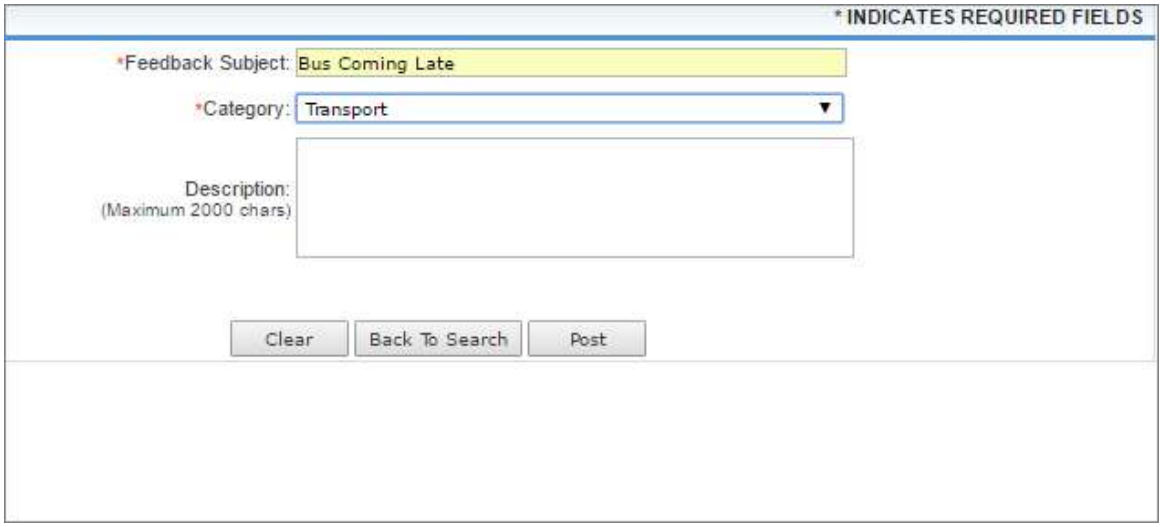

Update and Delete Feedback:

Update- For updating/modifying the feedback click on the Subject that needs to be changed.

Delete- Click on the bin image for the selected feedback.

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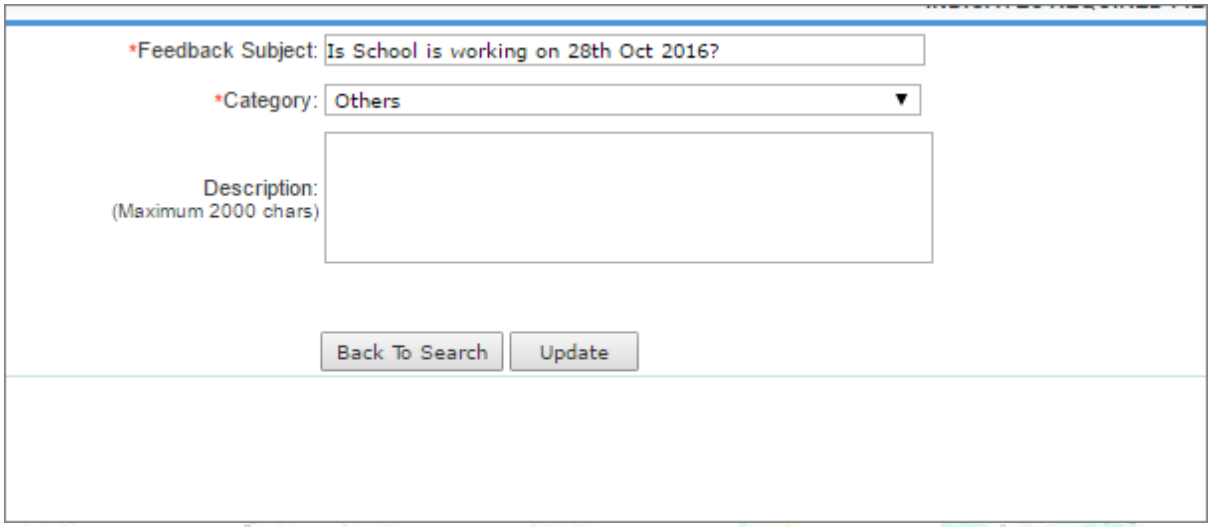
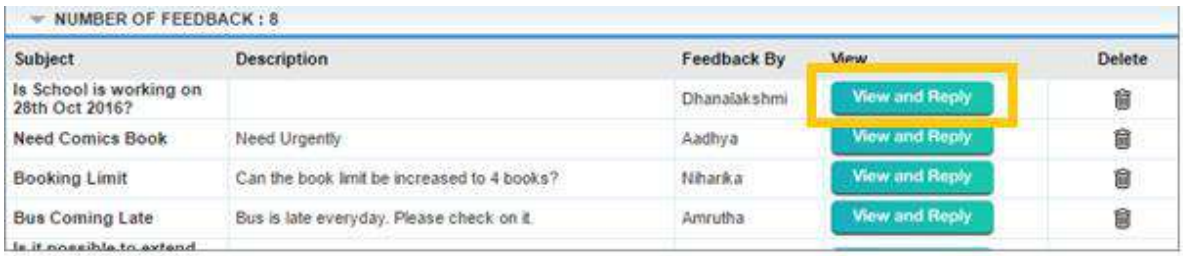
We can modify the data and click on the Update button.



View and Reply:

View-For viewing and replying the subject in detail, click on the 'View and reply' option from the required subject.



Click on 'reply' button to reply for the feedback.

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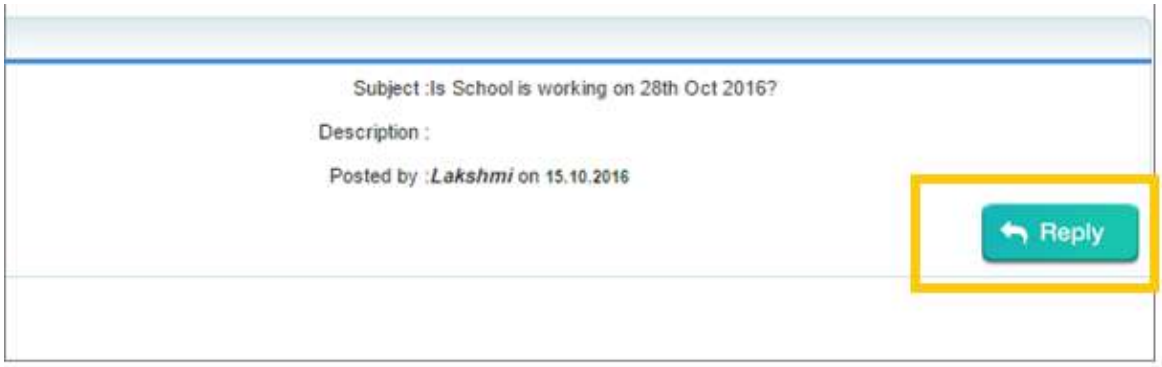
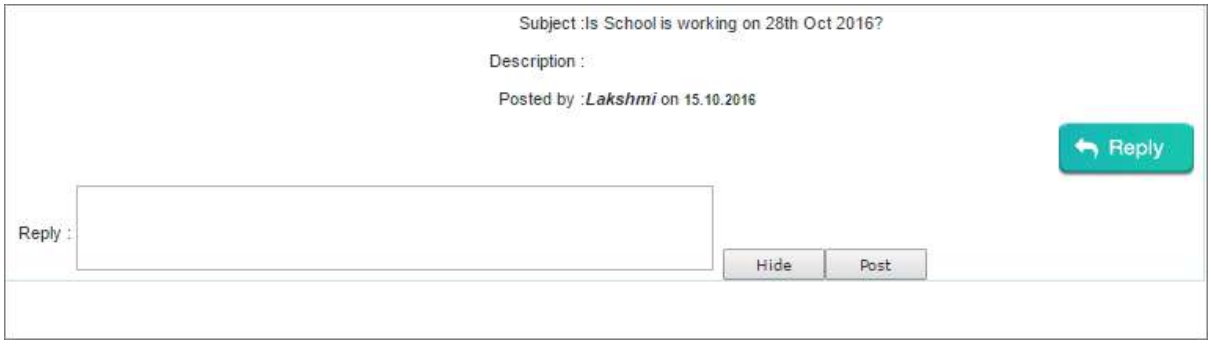


Reply for the feedback given from the end user in the text box.

Below are two buttons.

Hide-Hides the Text box.

Post-Uploads the reply given.



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School Info

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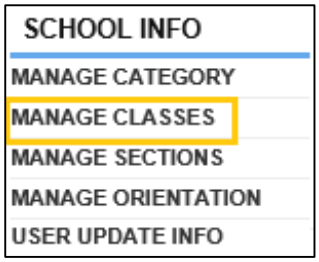
Manage Class

This menu item is used to create the different types of Class in the school/institute.

Manage Class will be reflected in all Module ,Whenever we filter students with their Name.

Based on Class Students will be Filtered.

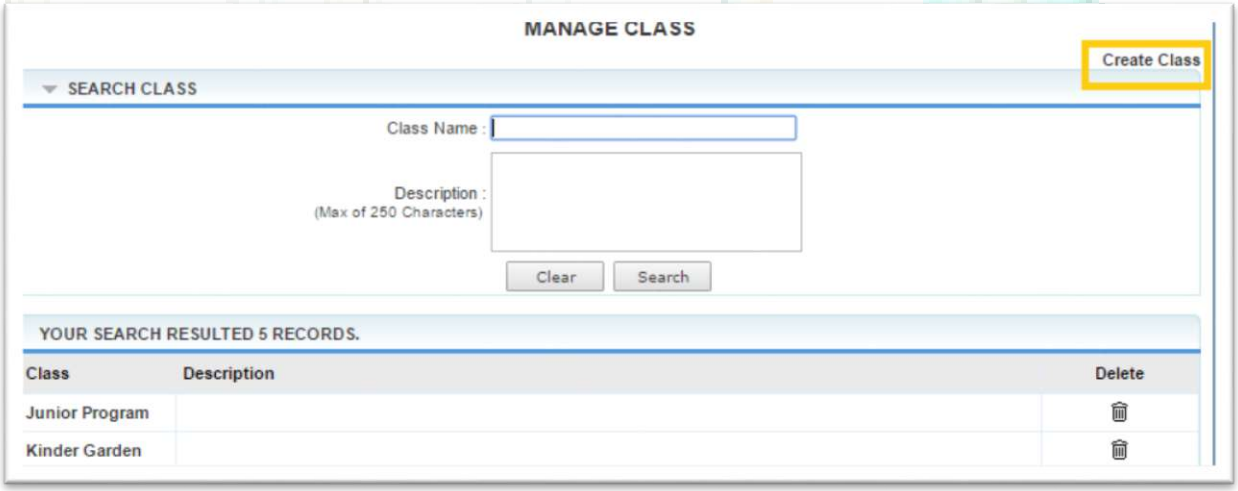
Create Class:



Navigate through Admin Module in **Home page →Admin Area → School Info→ Click Manage Class.**

The following page is shown.

By default, all the class are listed.



2. Click on ***Create Class link,*** to see the below screen:

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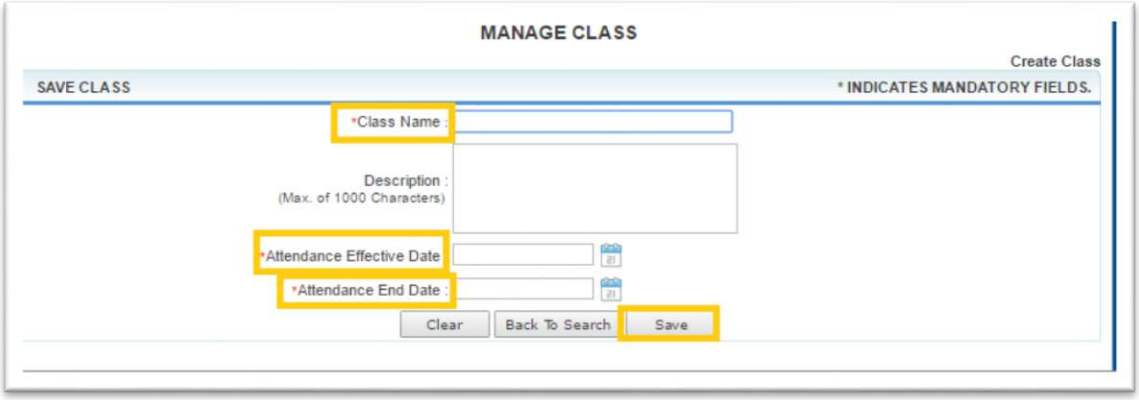


Fill in data for the mandatory fields like **Class Name, Attendance effective Date, Attendance End Date** and click on save button. The message **"Record inserted successfully"** is displayed.

Update/Delete: Class can be updated/Deleted only when users are not associated with the class.

Manage Sections

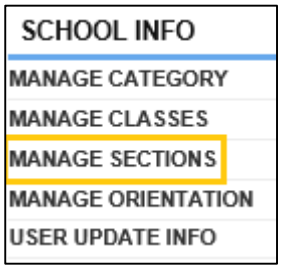
This screen is used to maintain the sections for different Class.

Class Teacher can be created in Manage Section Page.

Class Teachers can be reflected in Attendance and Results Module.

Manage Class will be reflected in all Module, whenever we filter students with their Name and Class

Creation:



1. Navigate through Admin Module in **Home page →Admin Area → School Info→ Click on Manage Sections** to see the screen below:

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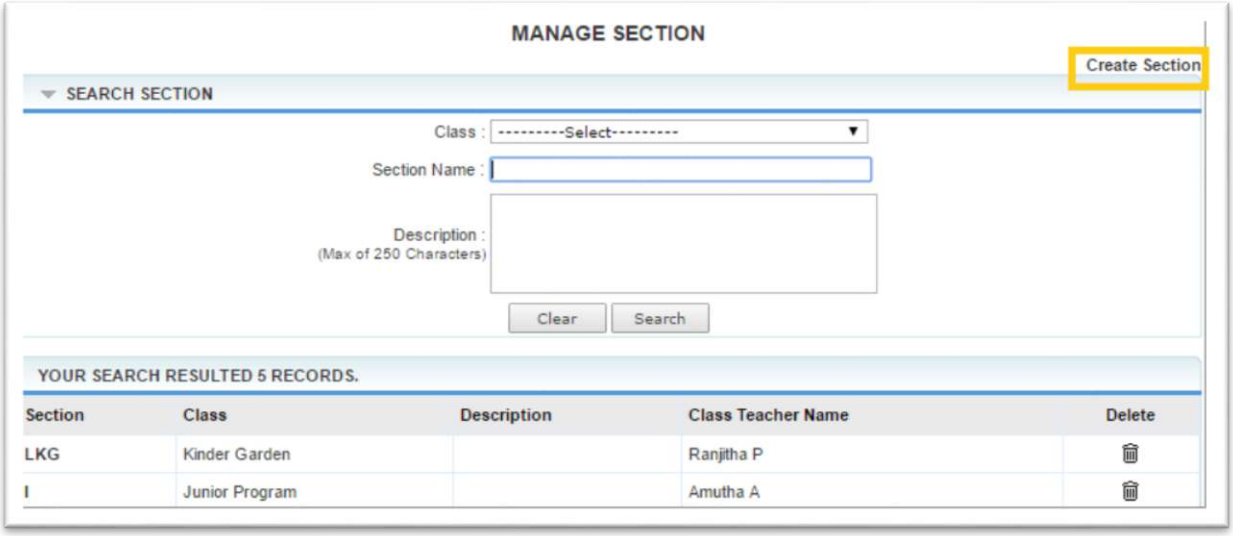
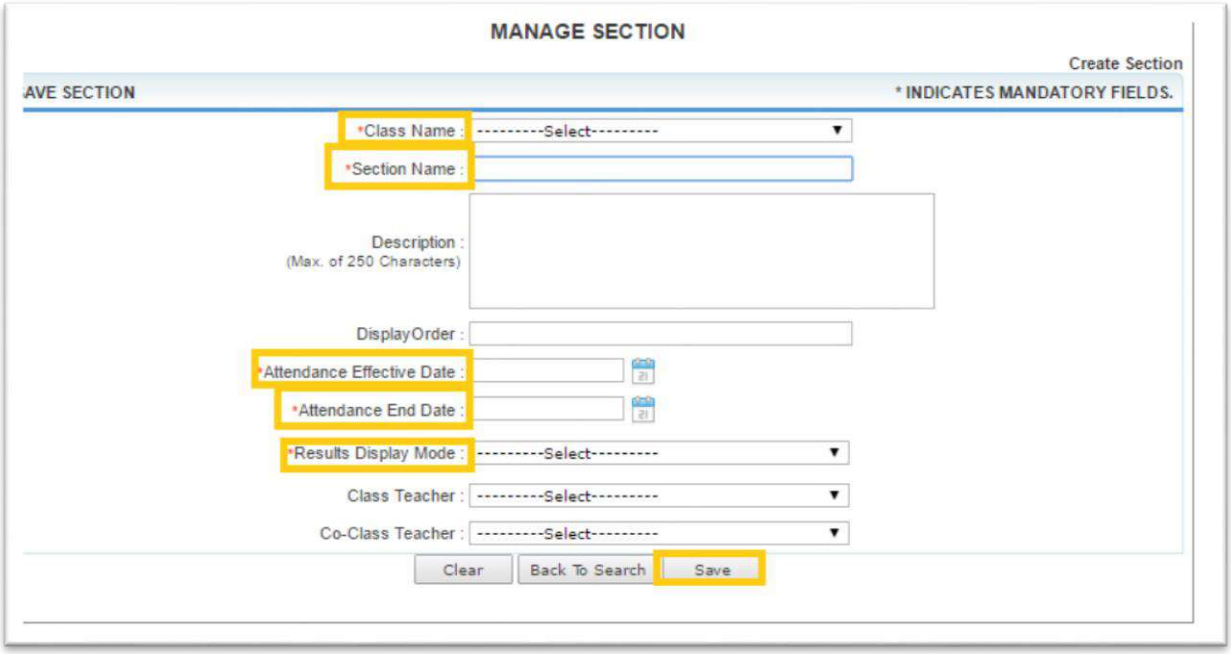


2. Click on ***Create Section link*** to see the following screen:



Fill the mandatory fields like **Class Name, Section Name, Attendance Effective Dates, Results Display Mode** and click on save button

The message **"Record inserted successfully"** is shown on successful save operation.

Manage Category

This screen is used to manage the different categories for each section/modules of Clobas.

Category will be reflected in Asset and Library Management for Category Creation.

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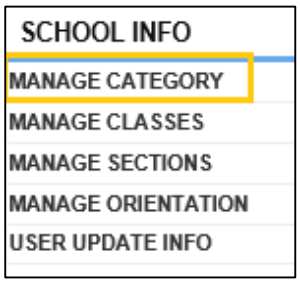
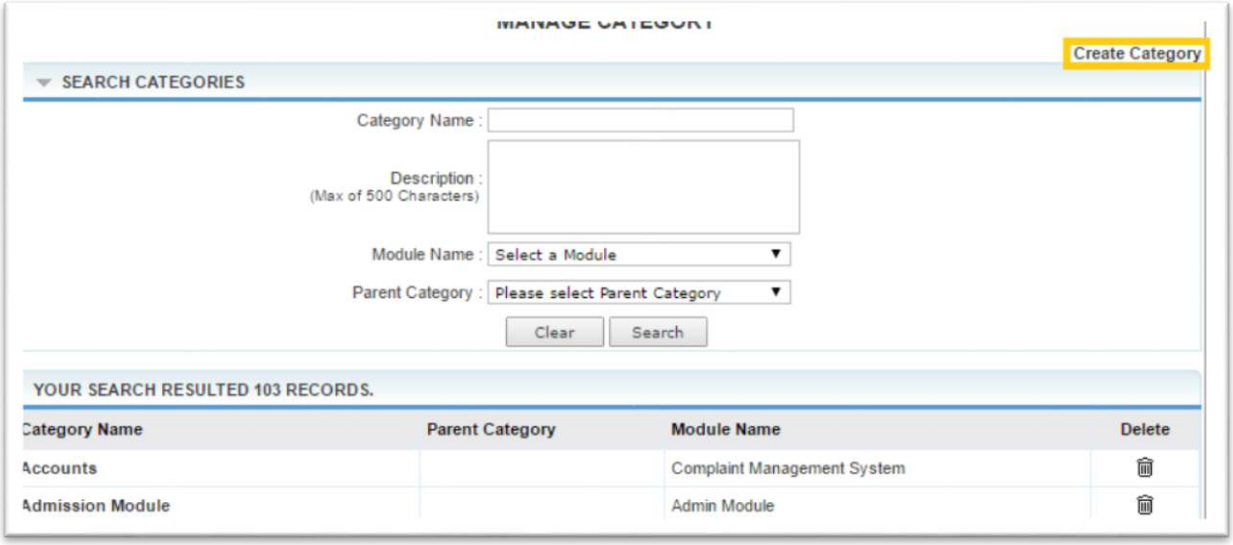
Category will be Created by School Admin.

Creation:

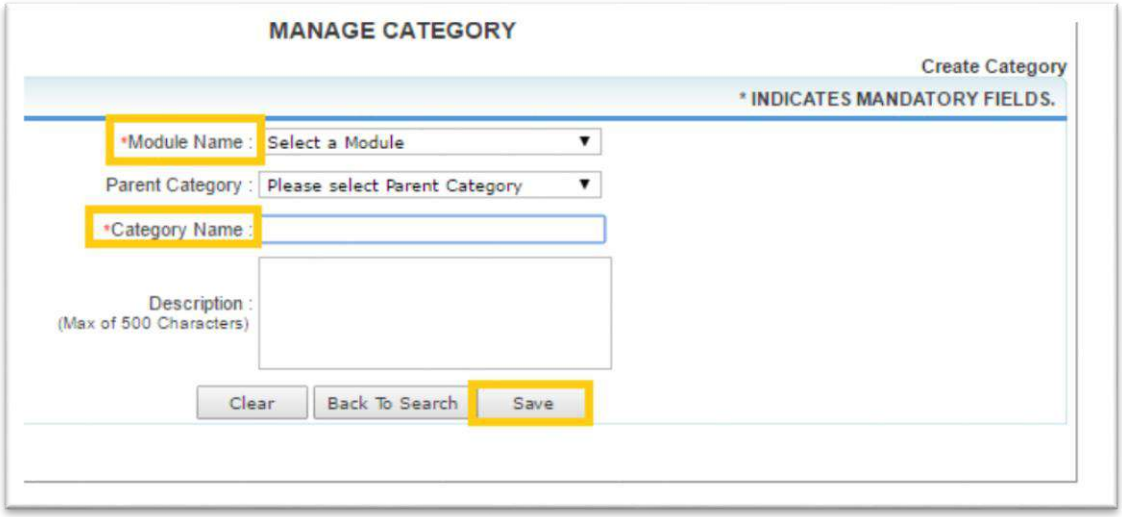


1. Navigate through **Admin Module → School Info→ Manage Category**.

Then it will display Manage Category screen as follows:



Click on ***Create Category link*** then it will display the below screen:



Fill the mandatory fields like **Module Name, Category Name** and click on Save button. The

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message **"Record inserted successfully"** is displayed on successful save operation**.**

The category will be created for the selected parent category and selected module.

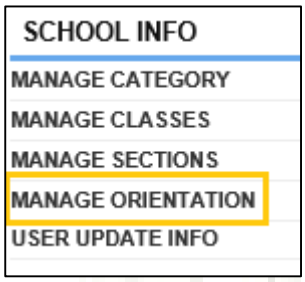
Manage Orientation

This is used to maintain some of the useful and important information along with phone nos.

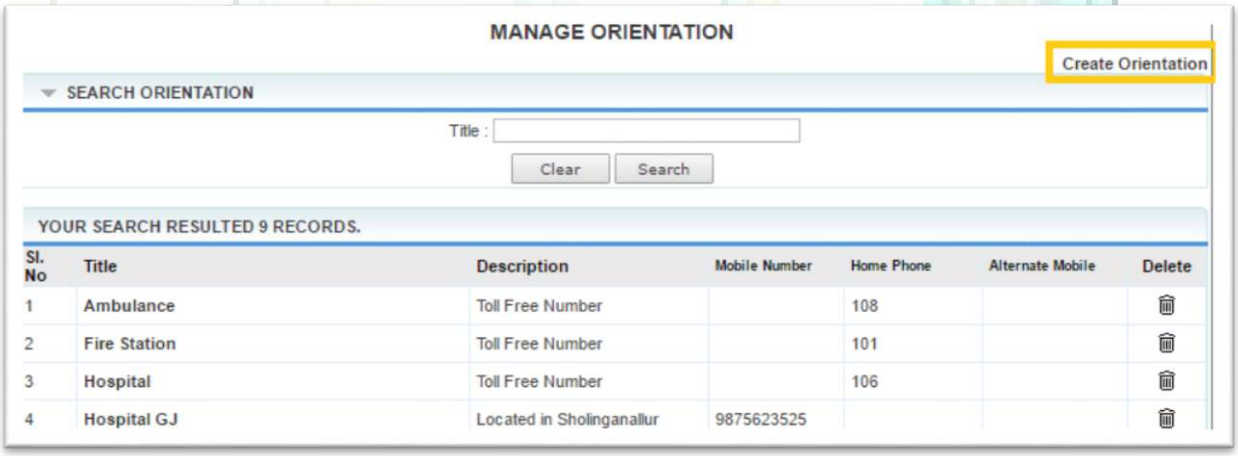
Orientation can be generally used whenever Emergency related Circumstances.

Manage Orientation page can be reflected in Orientation in left Menu.

3.5.1. Creation:



1. Navigate through- **Admin Module→School Info→Manage Orientation.**



2. Click on ***Create Orientation*** to enter new details.

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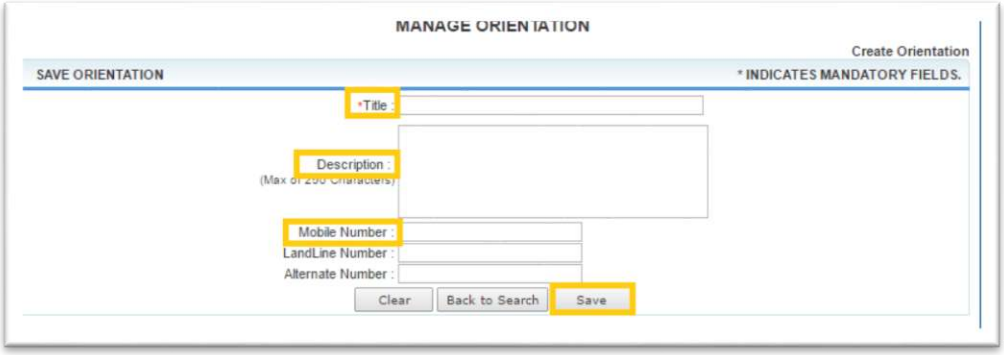


Enter the **Title, Mobile Number, Description** and click on save button then it displays ***"Record inserted successfully" on successful save operation.***

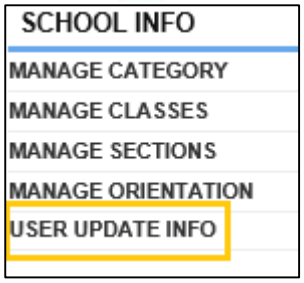
Note: Manage Authors, Manage Publishers, Manage Library *are discussed in the Library Module.*

User Update Info:

Description:

User update info is used to update the information for users in bulk for a particular Class and section.

In Manage Users page we can update information for Single Users,but in user update info we can update information for Bulk Users.



Navigate through **Admin Module →School Info→User Update Info**.

The following page is shown:

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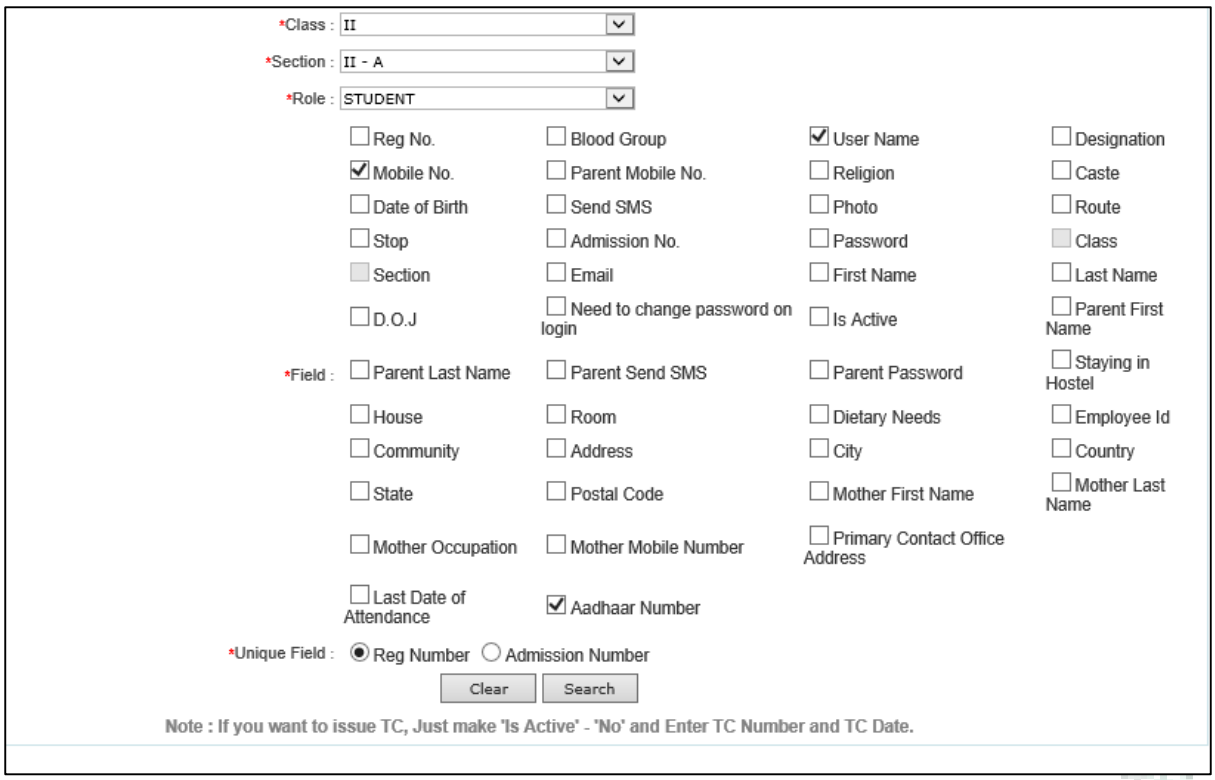
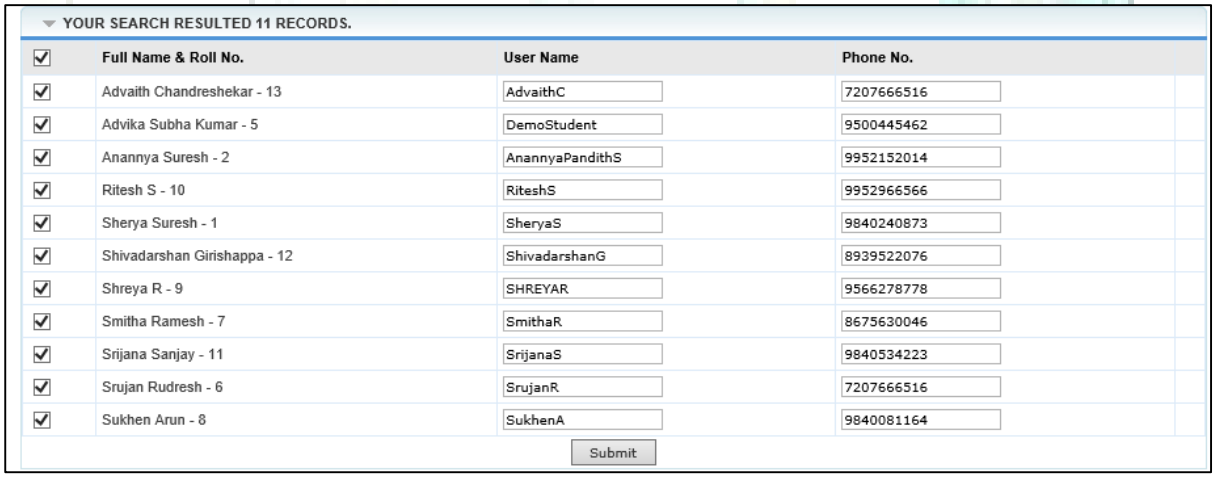


Fill the Mandatory details like **Class, Section and Role**

Select the required fields you want to update and Click on Search.



Click the Check box to update the details of the particular user near name, update data and Click on Submit.

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SMS

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Description:

The SMS module enables the school to send short messages to parents and staff. This document defines the navigation path for SMS management and explains the usage.

Note: Please note **SMS available credits** before and after sending Message.

SMS Can be send only by School Admin.

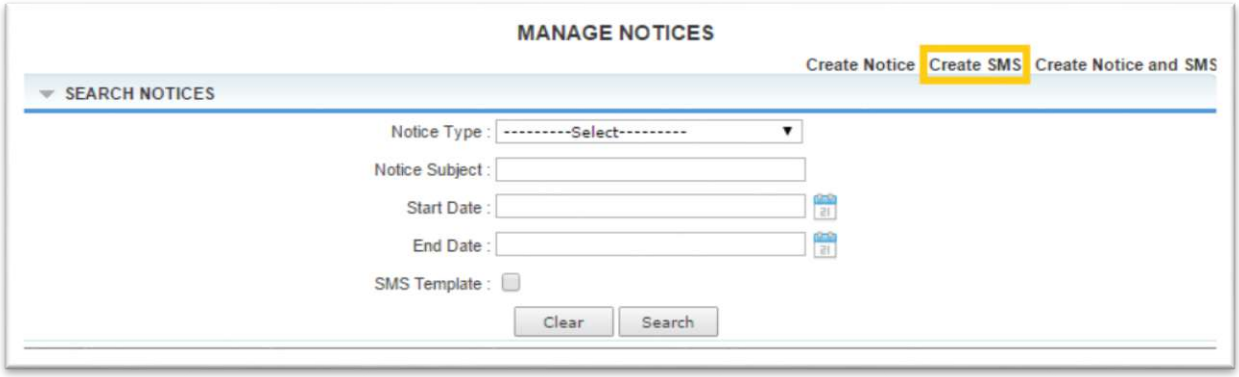
Manage Notice

This application is used to send SMS for templates already defined and approved by the 'SMS Provider'

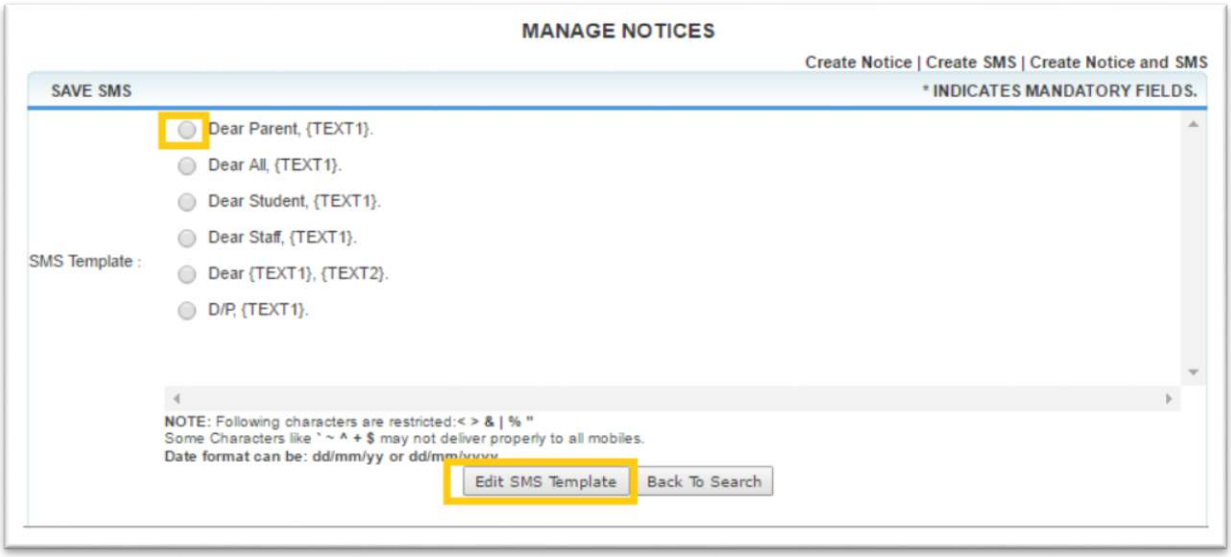
Navigate through the below module to Create SMS

Admin Module →Manage Home Page → Manage Notice → Create SMS

Click this option given on right side as:



SMS Template: select the template which the user wants to send from the available list:



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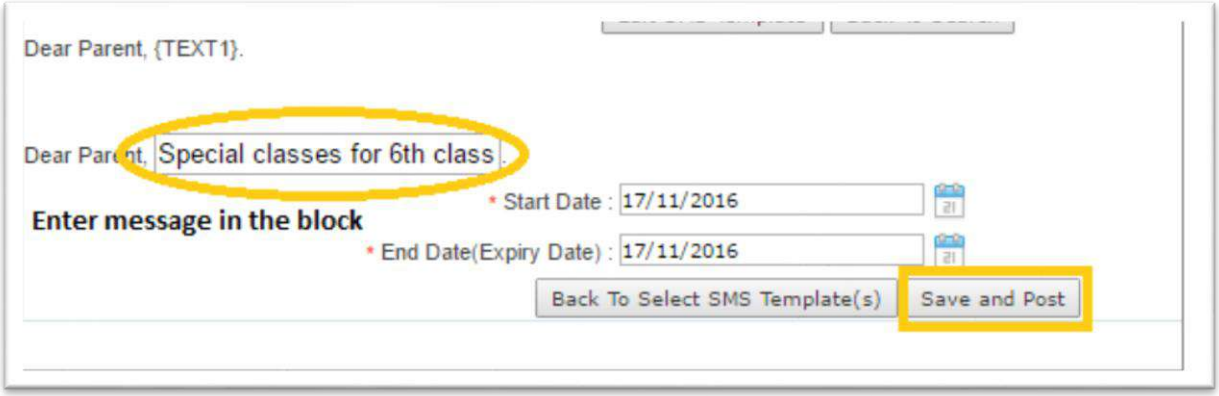
Note: The complete list of templates: ***SMS Templates*** which are already approved by the SMS provider New formats may be added to this list post approval by the SMS provider. It takes about 12-15 days to seek approval and then the new format can have used to deliver to the DND restricted numbers.

2. Edit it and click on '***Save and Post***'.



User Selection:

In the below screen, select the users to whom the SMS should be sent based on the following 3 checkboxes:

a) **Send SMS**: SMS will be delivered to the number updated in student profile. Please make sure 'Send SMS option' / 'Do you want to have SMS option' in Student profile set to True/ Radio Button selected.

b) **Select SMS to Parent**: SMS will be delivered to the primary parent mobile number only. Please make sure 'Send SMS option' / 'Do you want to have SMS option' in parent profile set to True/ Radio Button selected.

c) **Select all users**: SMS will be delivered to all the Students & Staff users. Please make sure 'Send SMS option' / 'Do you want to have SMS option' in Student & Staff profile set to True/ Radio Button selected.

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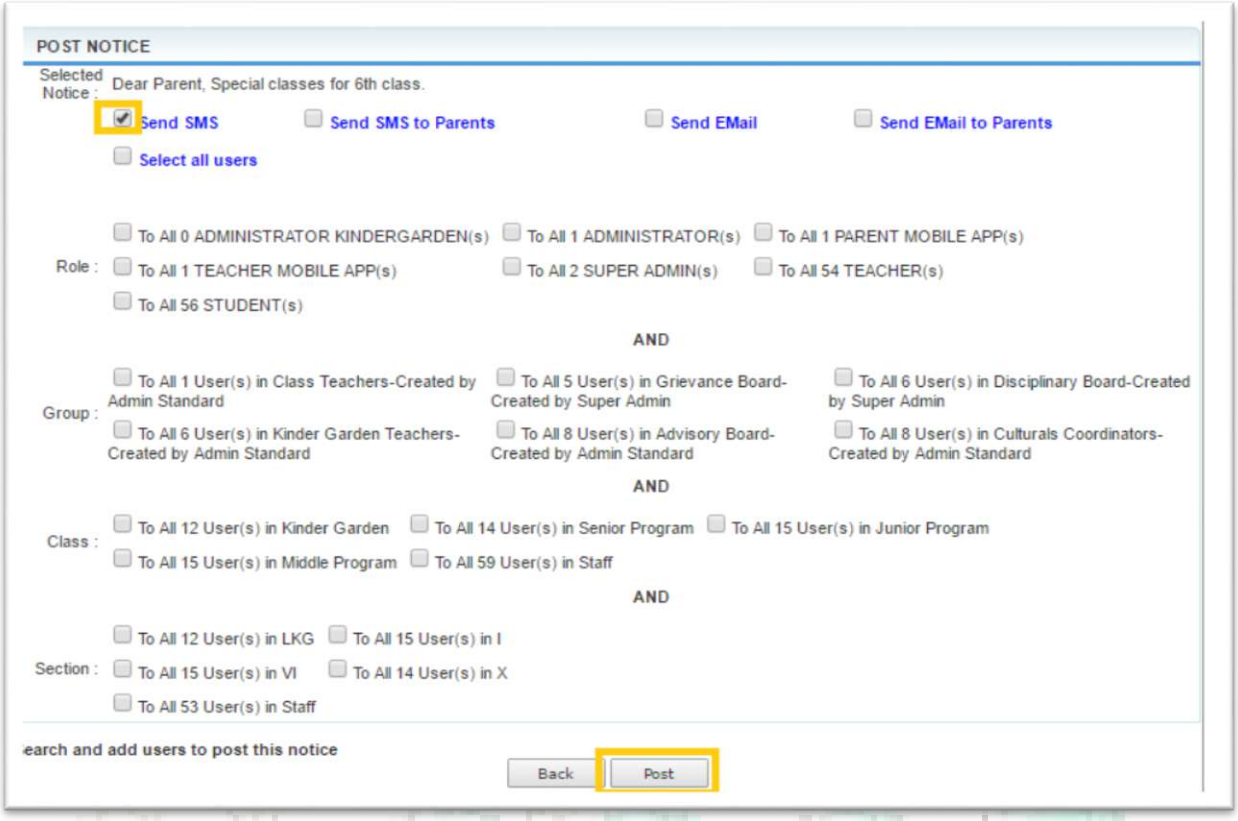

3. When the selection is complete, click on' **Post** '.

It will display "Message has been sent successfully" with the reference id for the message delivered.

The message "SMS sent successfully" will be displayed once the message is delivered. And also, a reference ID will be generated.

The same message id can be used to check the <u>status of SMS</u> as explained later in the chapter.

Flow to send message:

If an SMS has to be sent to the parents of class IV and VIII as "Dear Parent, 'The Orientation Program' for your ward is scheduled on 10th July 2012 at 10 am in Meditation Center. Kindly check your mail for details"

Step-1: Admin Module →Manage Home Page → Manage Notice → Create SMS

Step-2: Select the template as "Dear Parent {Text1} and {Text2}"

Step-3: Filling the text boxes with the SMS content, Click on 'Save and Post'

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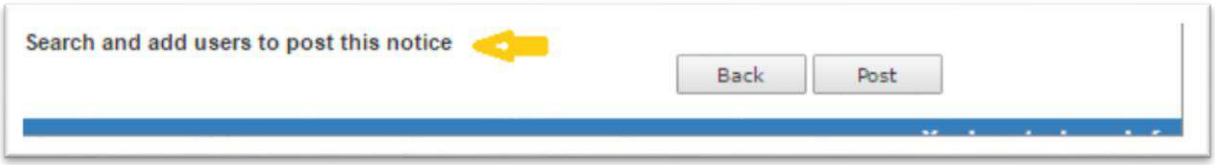
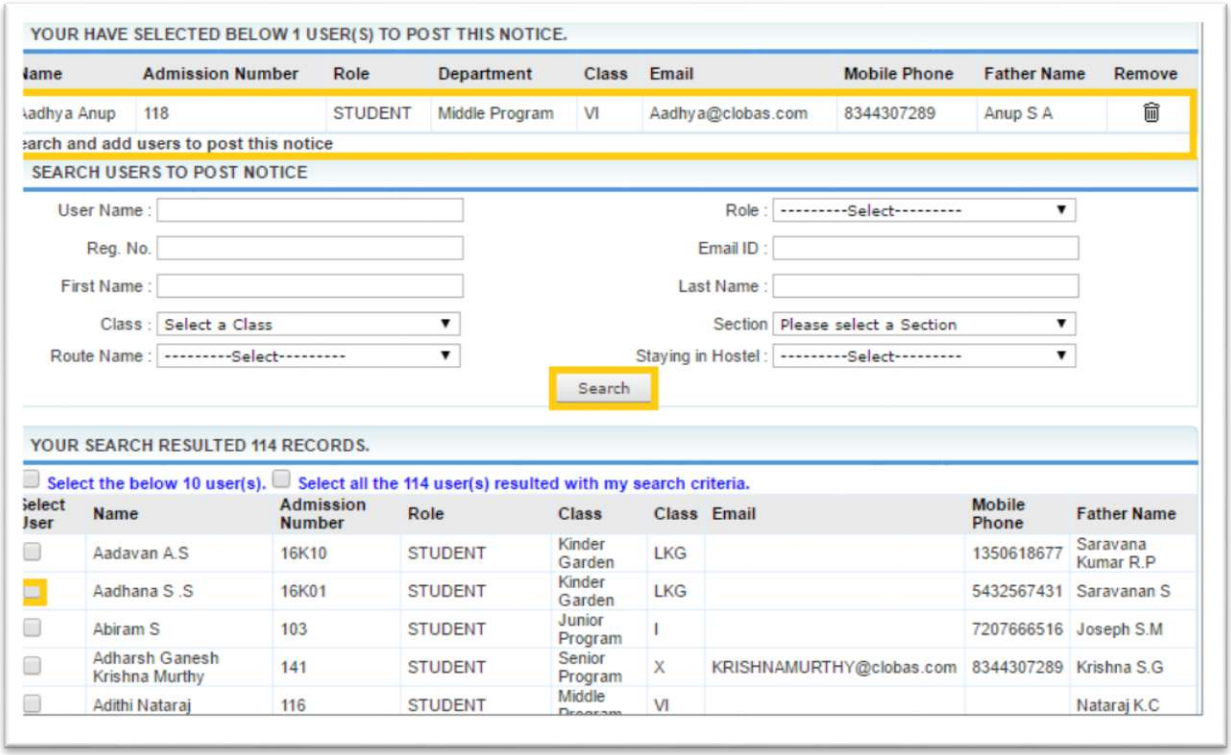
Step-4: Select the checkbox for 'Send SMS to parent' and from below section we can select classes with section as (IV –A,B,C,D, E,F) and (VIII- A, B,C, D,E,F)

Important: *If any SMS is to be sent only to a specific user or a group of individuals (e.g. - class-teacher and Principal), there is an option given at the bottom as "***Search and add users to post this notice***", can be selected the following way:*



Step-4: Check the User option and that user will be selected in the posting list as followed:



In similar way, other users can also be selected if they are not included in available groups.

Step-5: Select the 'Post' button and message will be sent.

Step-6: The system will display a reference id no for the message delivered, this id can be used to check the status.

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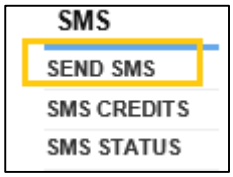
SMS:

This Menu with list of Menu items related to SMS is used to send SMS to individuals, Check SMS Credits, send parent credentials, Check SMS status and SMS any data

Send SMS

Navigate through **Admin Module -> SMS -> Send SMS**.



This option is used to send SMS to a group of mobile numbers or for individual whose contact numbers are not stored in the ERP.

Type the message in the Enter Message box and Mobile Numbers in the Mobile Numbers Box. And click on Send SMS button.

If the message has to be sent to Multiple mobile numbers then the mobile numbers can be separated by "**,**" Comma.

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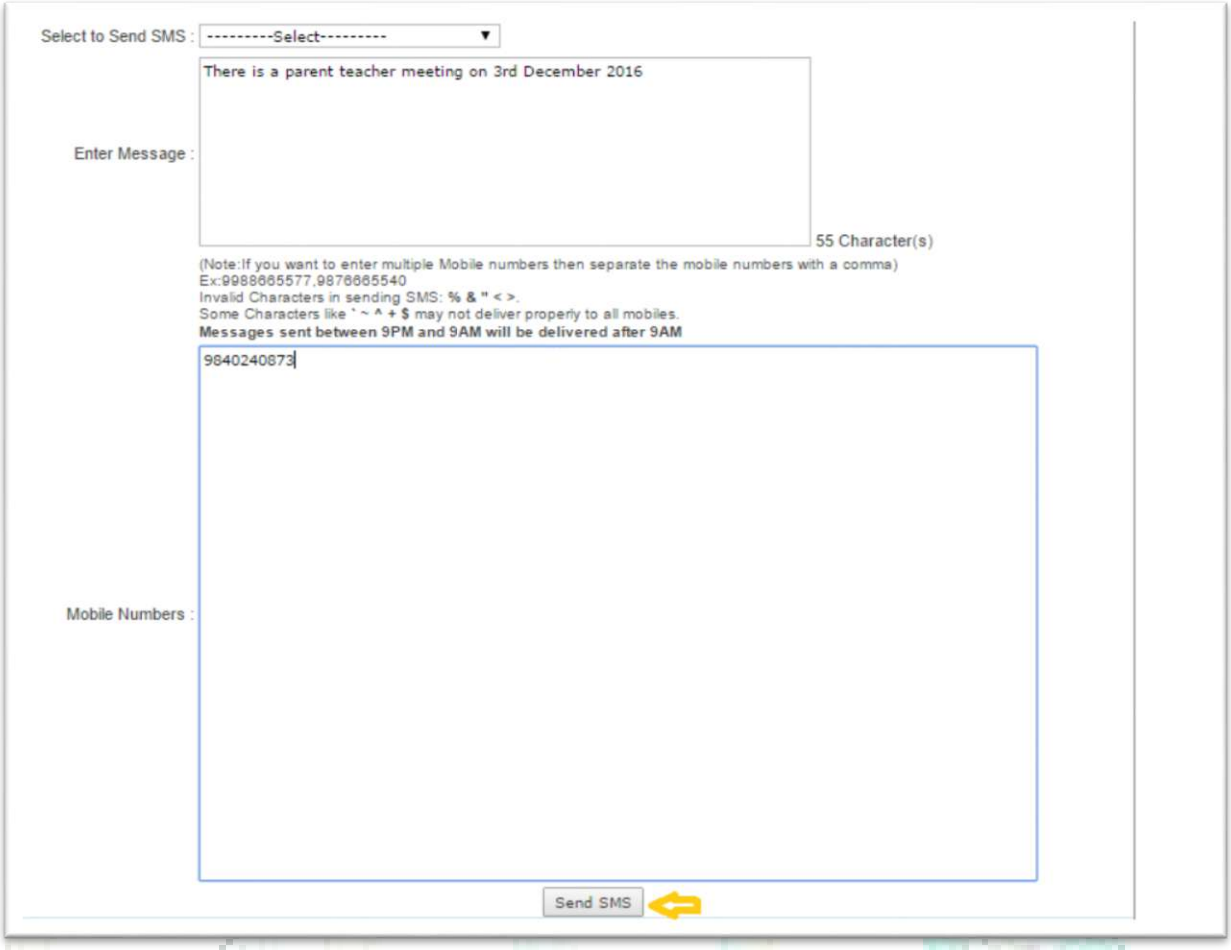
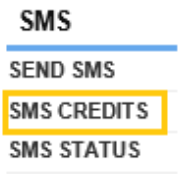


The message "SMS sent successfully" will be displayed once the message is delivered.

SMS Credits



Navigate through **Admin Module > SMS > SMS Credits.**

The following screen will be displayed.

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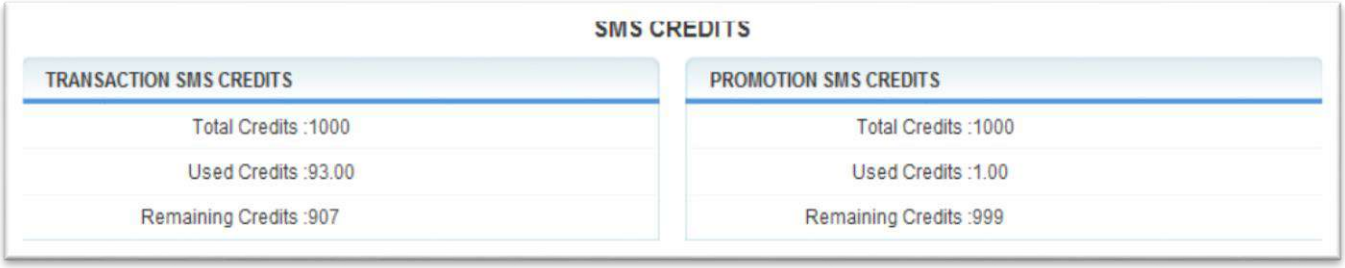


This small window will be available in every screen from which SMS can be send. It displays total number of credits in our account, how many we have used and what are the remaining credits**.**

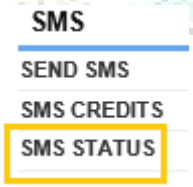
<u>Important:</u> One credit gets deducted for every 160 characters and a message exceeding 160 characters gets delivered as two messages and accordingly 2 credits get cut.

Other than this screen We can even check in the Manage Notices and/or Send SMS screen where the transactional and promotional available credits are shown.

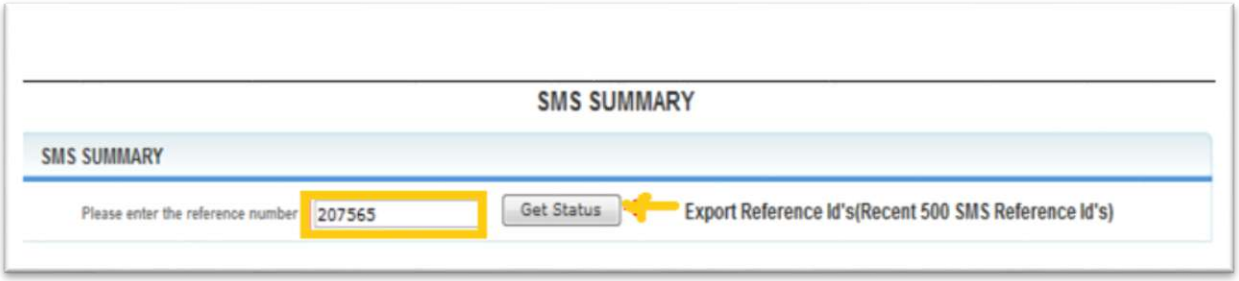
Ensure that we have enough credits (eg., number of users in the portal * 5 – credits sufficient to send five messages). *If the Total Remaining credits are less than the total strength of students, need to inform Vendor.*

SMS Status:

The system automatically generates a no as 'reference- id' for the message sent.



Navigate through **Admin Module > SMS > SMS Status.**



It is advisable that the status should be checked after **30minutes**.This id is used to check that how many SMS are being delivered, failed or blocked as in the following way:

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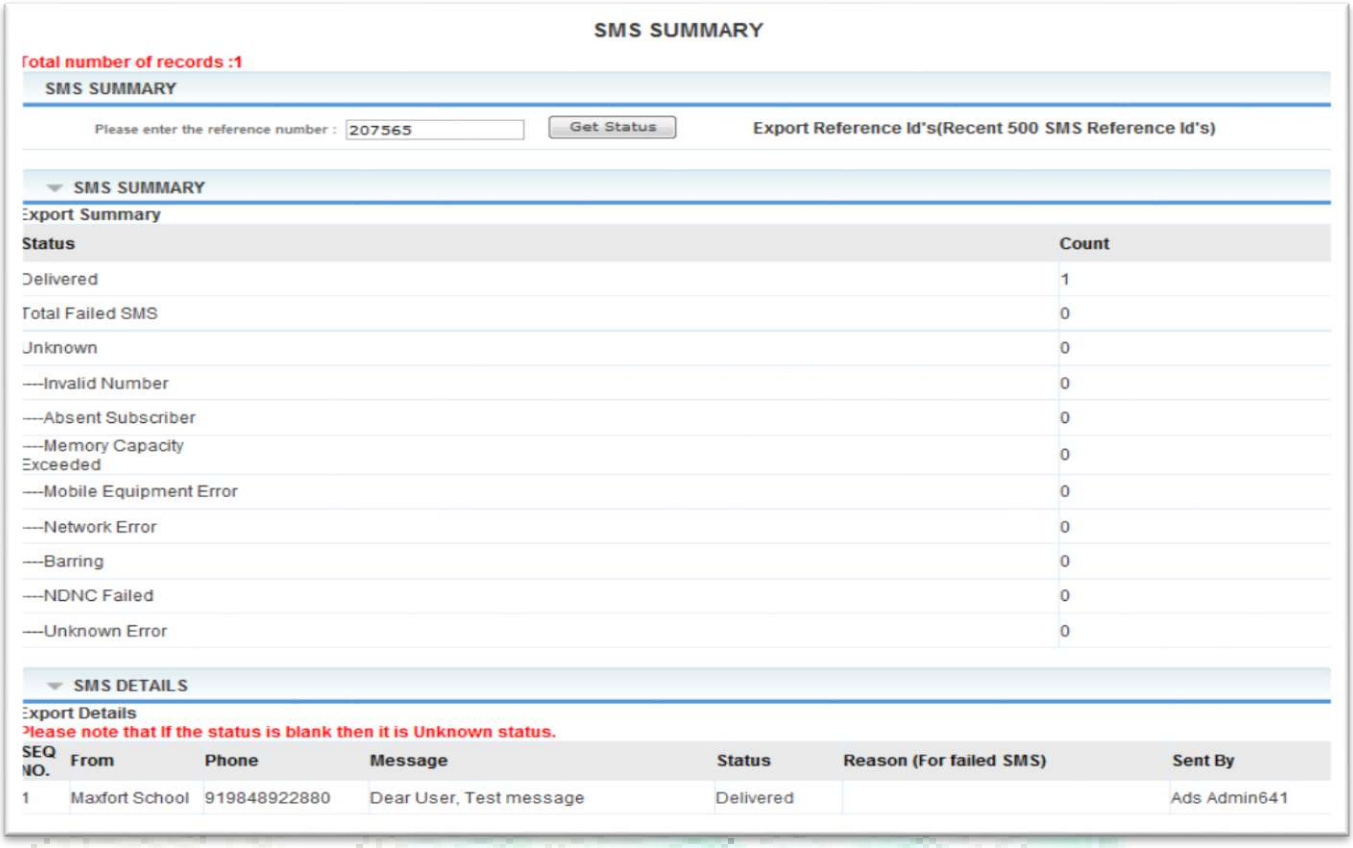

SMS SUMMARY

Total number of records :1

SMS SUMMARY

Please enter the reference number : 207565 Get Status Export Reference Id's(Recent 500 SMS Reference Id's)

SMS SUMMARY

Export Summary

Status	Count
Delivered	1
Total Failed SMS	0
Unknown	0
----Invalid Number	0
----Absent Subscriber	0
----Memory Capacity Exceeded	0
----Mobile Equipment Error	0
----Network Error	0
----Barring	0
----NDNC Failed	0
----Unknown Error	0

SMS DETAILS

Export Details

Please note that If the status is blank then it is Unknown status.

SEQ NO.	From	Phone	Message	Status	Reason (For failed SMS)	Sent By
1	Maxfort School	919848922880	Dear User, Test message	Delivered		Ads Admin641

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Study Materials

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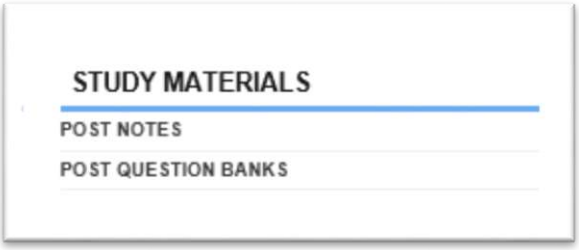
Description:

Study Materials are used to post and download the materials of student for studies.

There are 2 sections.



Post Notes:

Description:

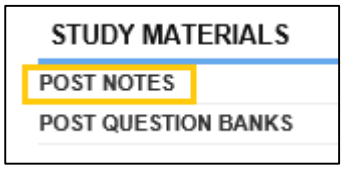
By using this feature, we can post the materials regarding studies.

Posted Notes can be reflected in Notes Menu on left side.

These Notes can be viewed by End users.

Teachers can Post Notes to respective classes.

Admin can Post Notes for all Classes.



1. Home Page→**Click Admin Module →Admin Area → Study Materials→Click Post Notes**

Then it displays the Manage Notes window with all records by default.

2. If you want to post notes then you click on create notes link as follows:

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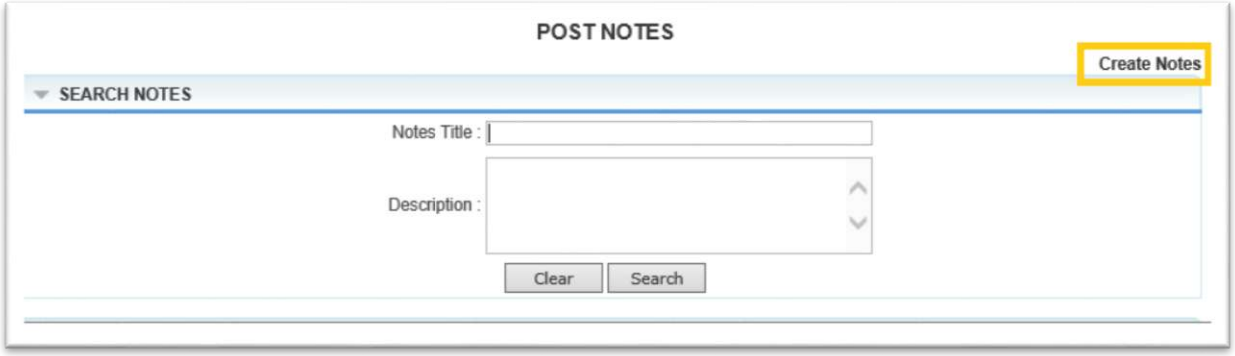
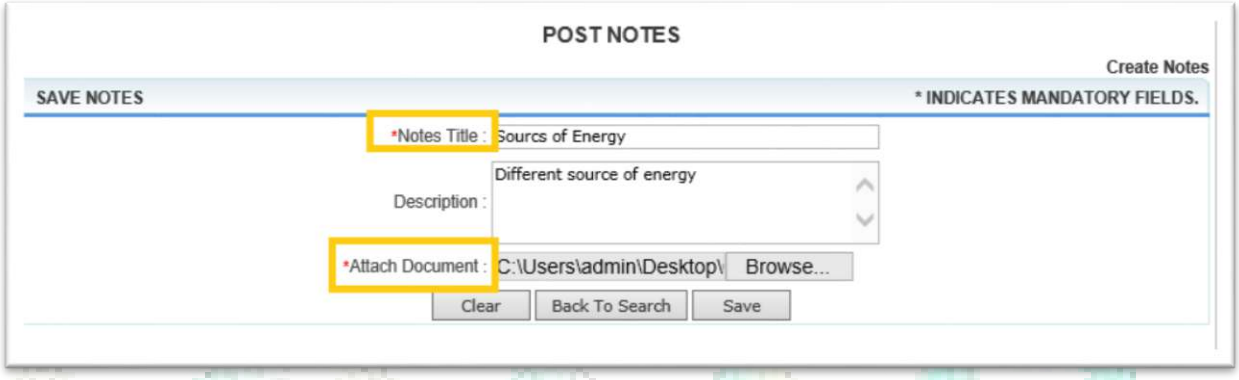
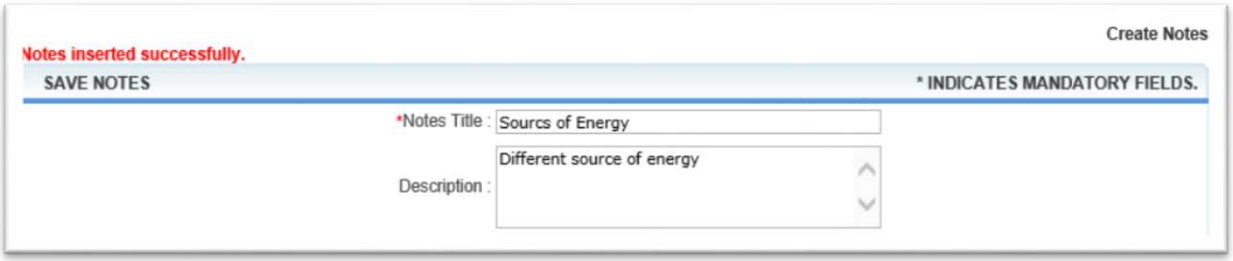


3. Then you can create the notes by provide the data to fields and attach the relative document as shown below and click on save button.

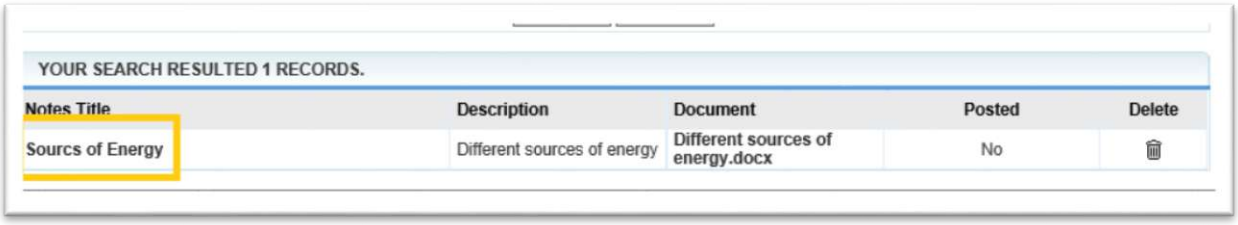
Validation: Maximum size for document upload is 1MB.



4. Then it displays successful message as follows:



5. It can be visible on search results as follows:



Here the status of Post notes is NO. Because we don't post it users. So, if you want to post the users then click on Notes Title as shown above. Then update post notes window is

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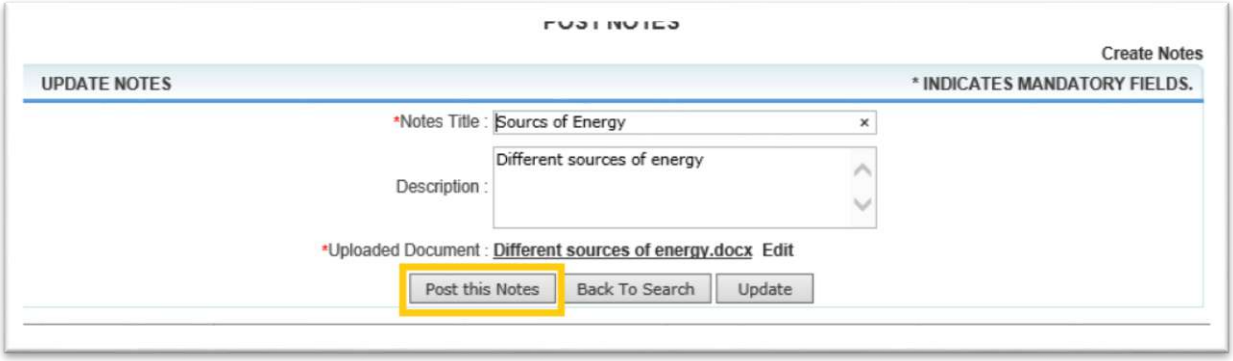
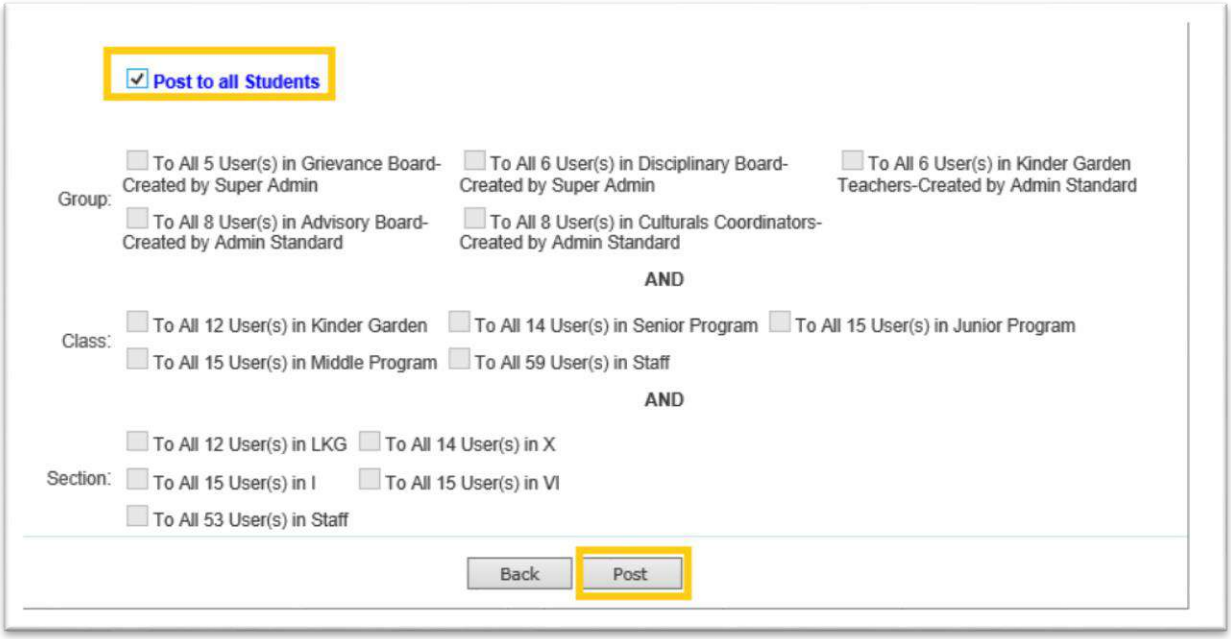
displayed as follows:



6. We will post the notes by click on Post the Notes button as shown above. Here the notes are posted to all users or specified users as shown below:



If we want to post the notes to all users, then you can click on check box as shown above. If you want some specified users, then check that group of users are clicked on check boxes or not.

Then click on post button. Then we got successful message as shown below.

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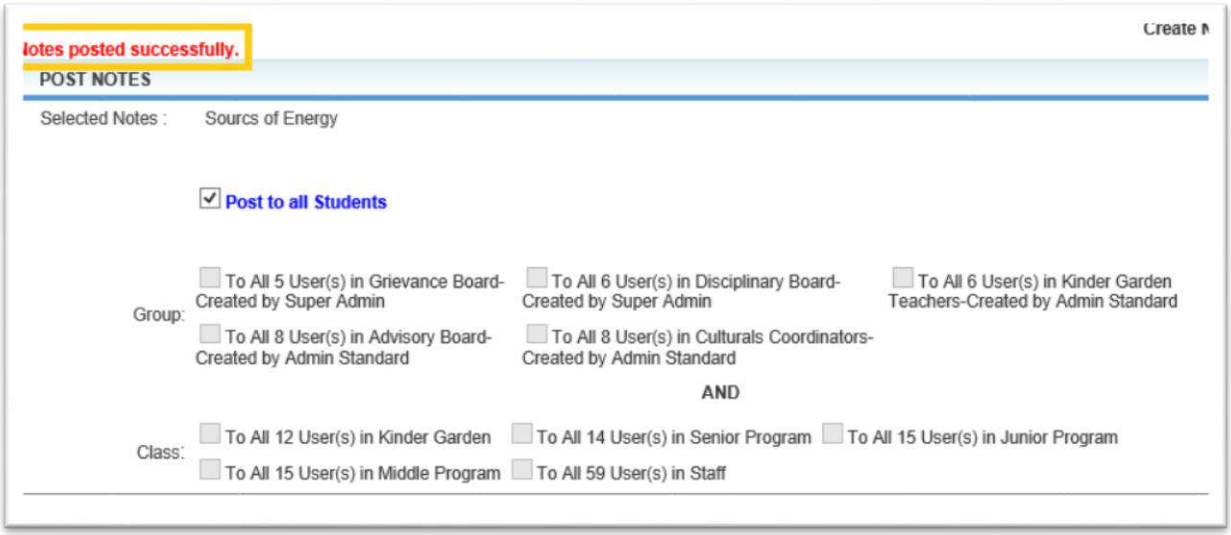


Post Question Banks:

Description

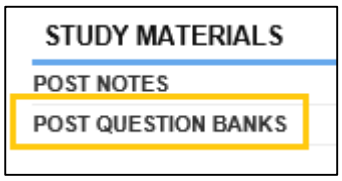
By using this feature, we can post the materials regarding studies.

Posted Question Bank can be reflected in Download Question bank Menu on left side.

These Question Banks can be downloaded by End users.

Teachers can Post Question Banks to respective classes.

Admin can Post Question Bank for all Classes.



Admin Module →Study Materials→Post Question banks.

Then it displays the Manage Question Bank window with all records by default.

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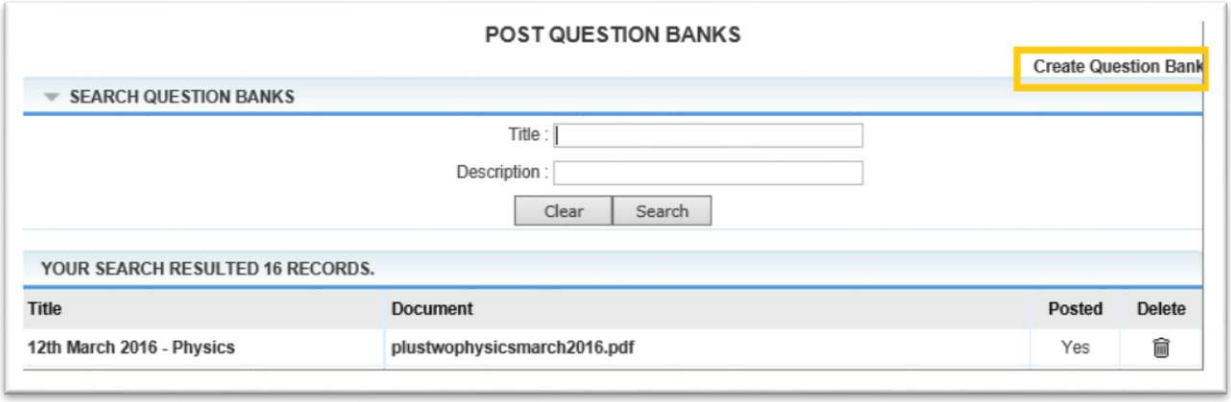
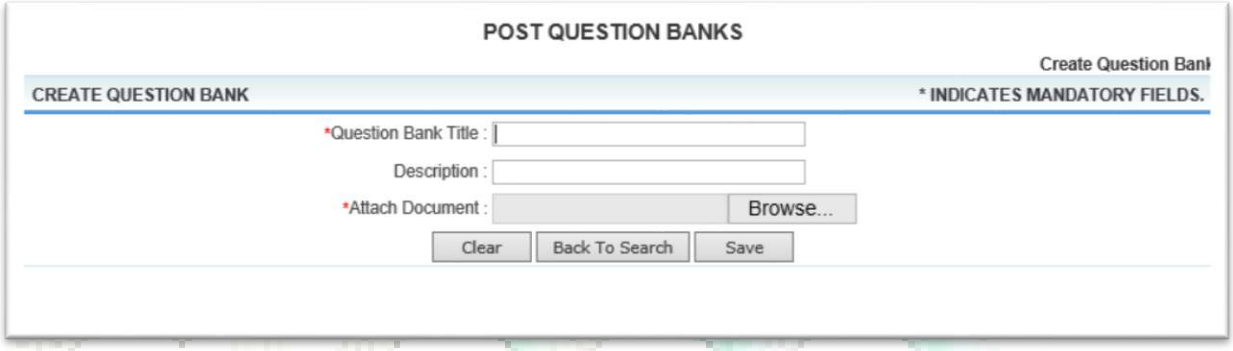
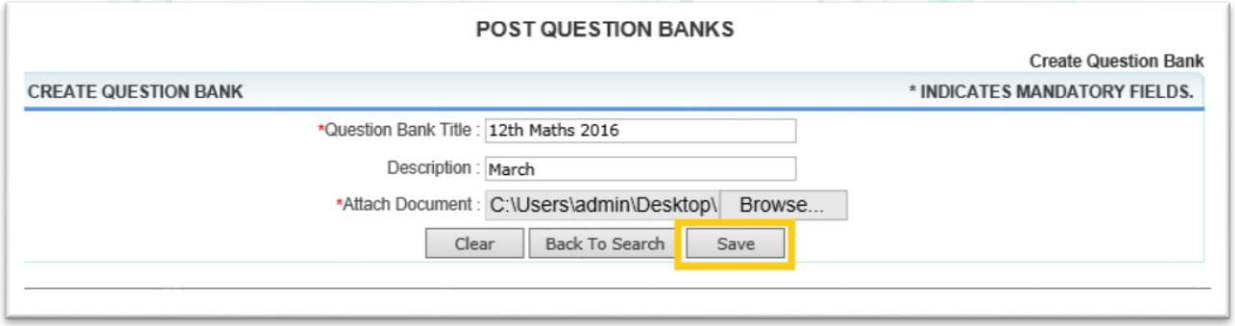


2. If you want to post notes then you click on create notes link as follows:



3. Then you can create the notes by provide the data to fields and attach the relative document as shown below and click on save button.



Validation: Maximum size for document upload is 1MB.

4. Then it displays successful message as follows:

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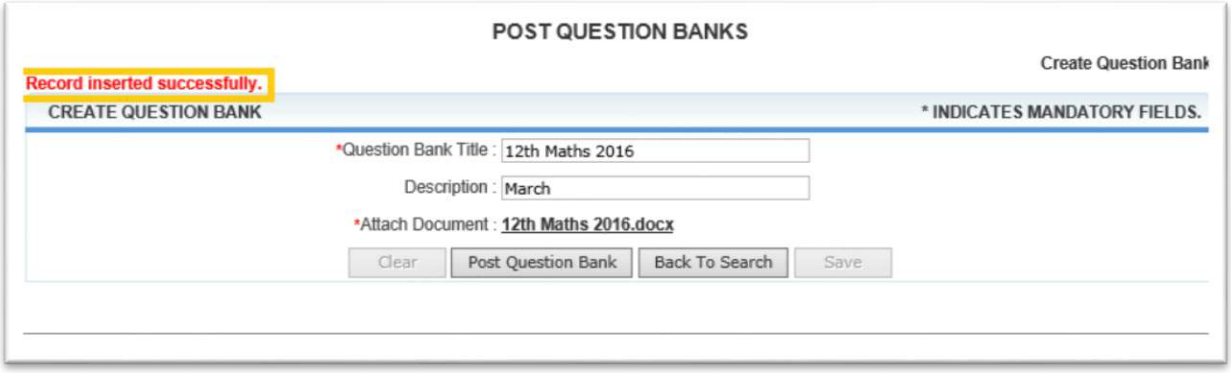
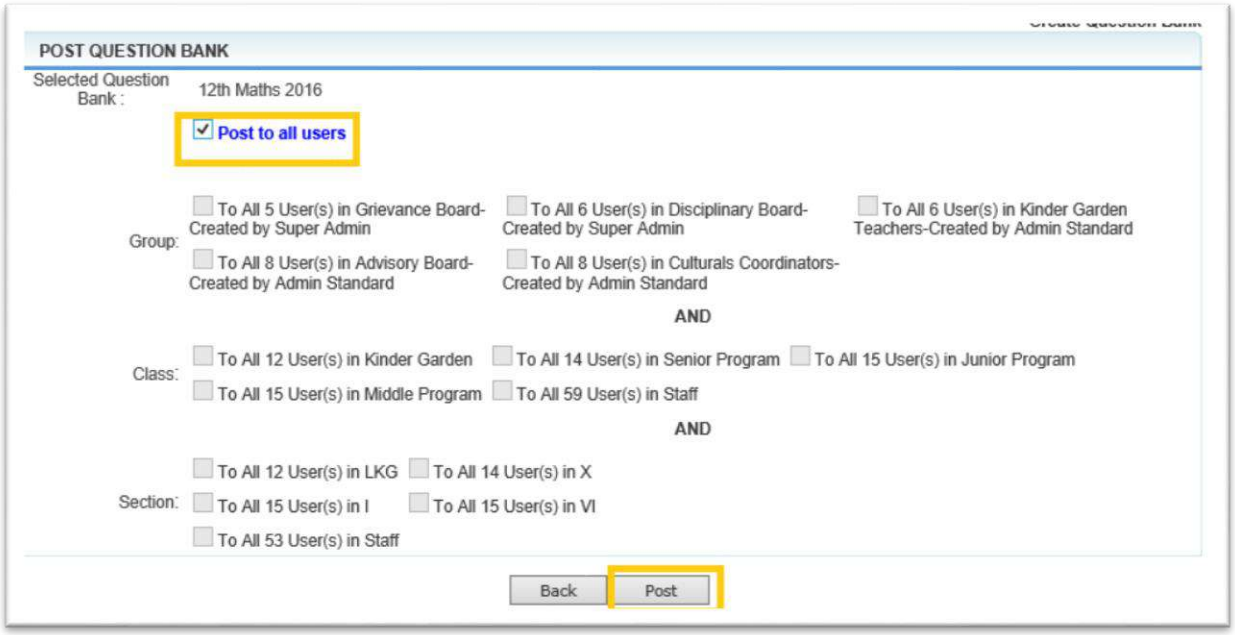


5. We will post the notes by click on Post the Question Bank button as shown above. Here the notes are posted to all users or specified users as shown below:



If we want to post the notes to all users, then you can click on check box as shown above. If you want some specified users, then check that group of users are clicked on check boxes or not.

Then click on post button. Then we got successful message as shown below.

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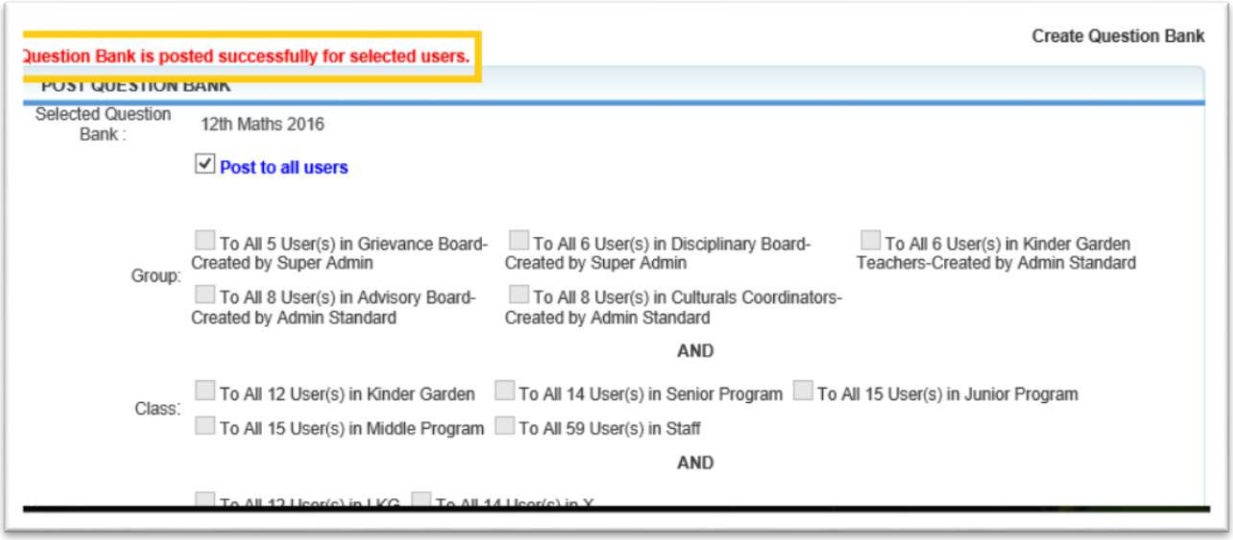

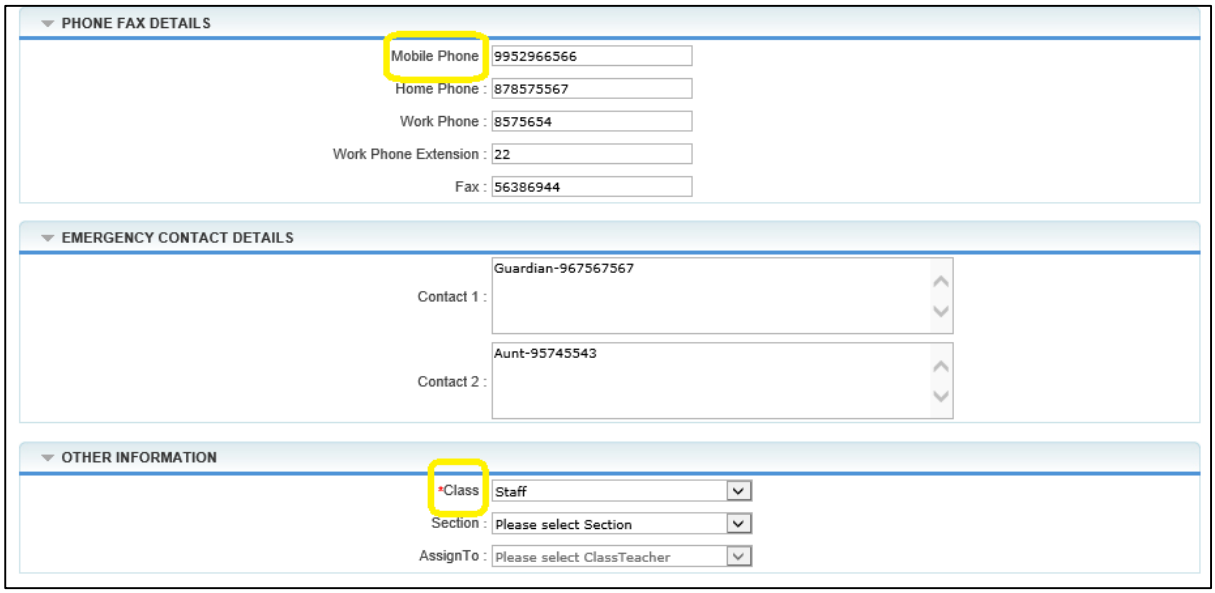

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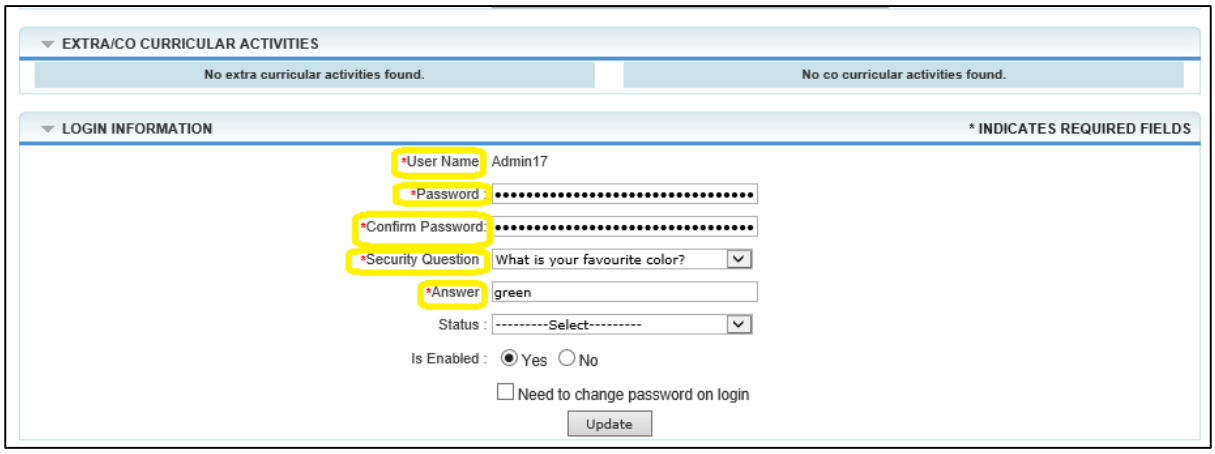
Note: Admin can be selected as Staff



Admin can Change the password on Admin Profile Page by filling details like Password, Confirm Password, Security Question and answer.

Click on Update after entering Mandatory details.

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Time Table Section

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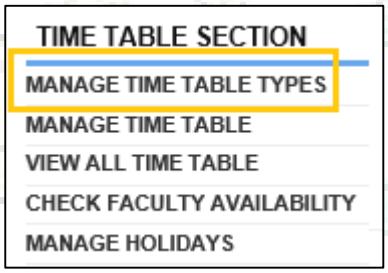
Pre-Requisites for Time table Creation:

1. List of Subjects
2. Staff Data
3. Time Table Types (No. of Periods & Period-wise Timings)

   The main functionality of Time-Table module is the ability of the mentor/lecturer to post the attendance based on subject for a period.

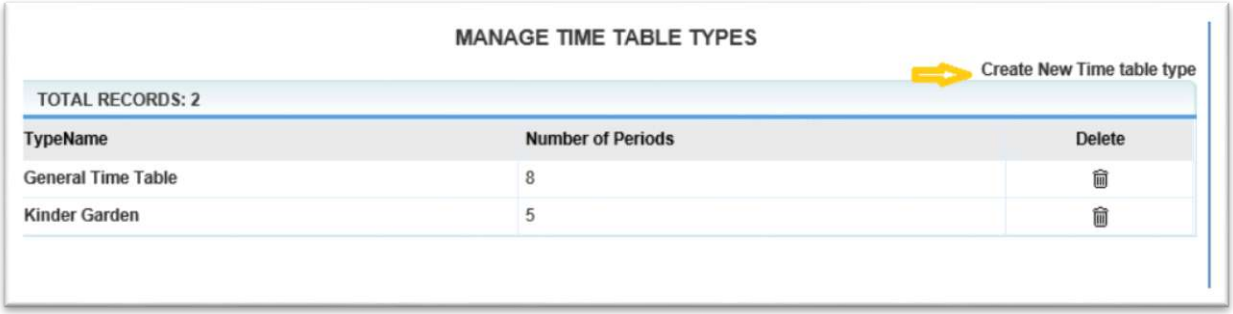
Manage Time Table Types

1. The layout of the time table is created where it consists of period name, Time in, Time out, and duration.
2. Period timings may differ from class to class so, we can create different Time Table Types. By default, this screen lists all the Time Table Type defined in the portal.
3. By using this screen, the time table structure for each section can be created.



Navigate through **Admin Module > Time Table Section >Manage Time Table Section.**

As shown in the following screen, we can create a New Time Table Type by clicking on **Create New Time Table Type**.



Select the type name and Click on **Save** button then Click on **Add period** to add the timings of each period.

For time - **E.g.:** P1 starts at 9:00AM and ends by 9:45AM then we need to give the

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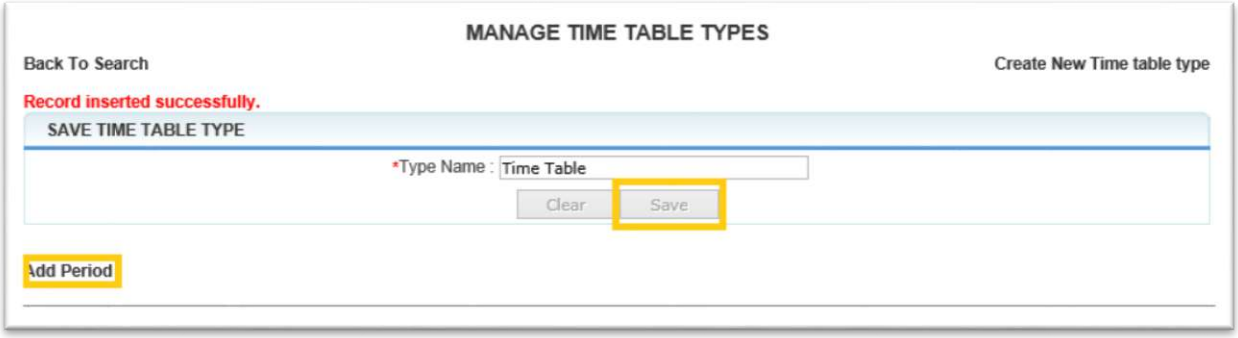
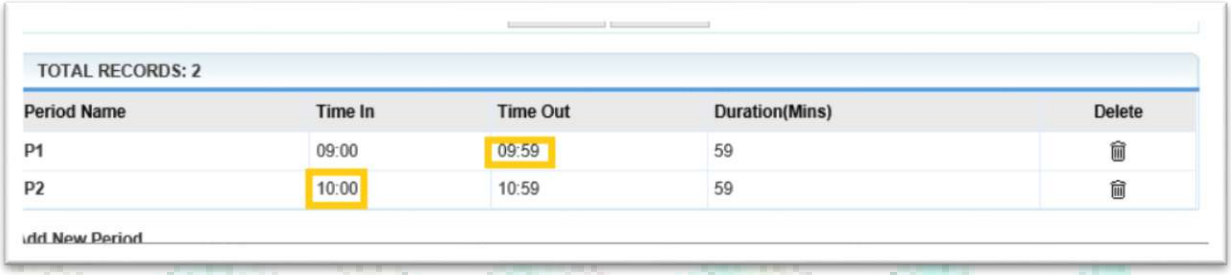
timings as 9:44 and the next period starts from 9:45 to 10:29.

Note: The system will not accept the same Time for Time out in one period and Time in for the next period. Basically, there should be no overlap in timings.

After adding each period click on **Save** button.

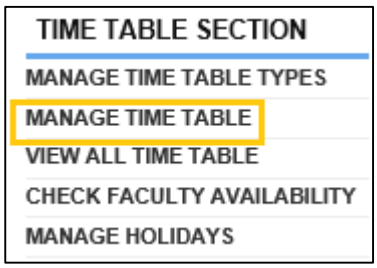


After adding the periods, you can view the below screen.



Manage Timetable

1. After the Time table structure is created. We can create a timetable for each section.
2. By using this screen, the teachers will be assigned their subjects for each section. Accordingly, the teachers can post results and home work.
3. **Search Timetable** - Select the Class and Sections to search the Time Table.
4. **Create timetable** - Click on Create Time Table.



Navigate through **Admin Module > Time Table Section >Manage Time Table.**

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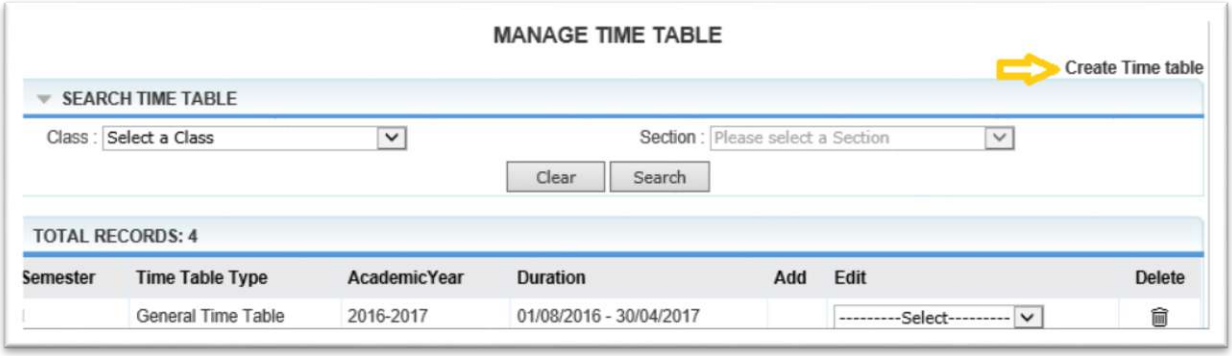
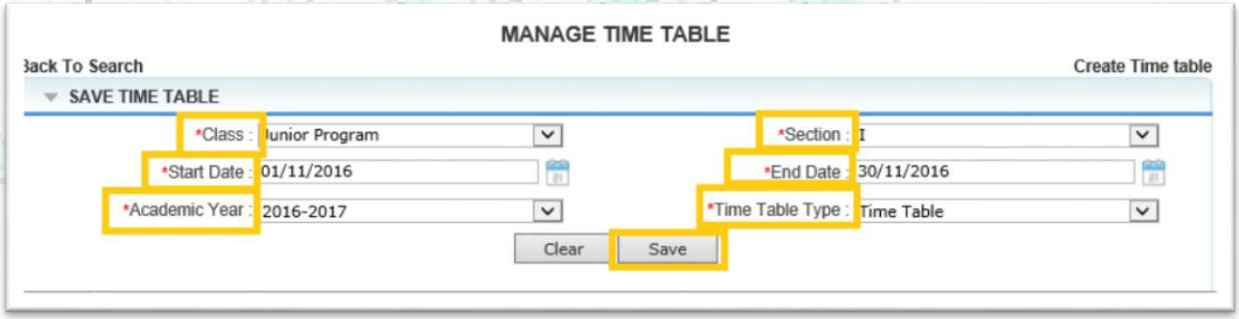


Note: There can be only one active timetable for a given day for a given duration. One can choose to create two different timetables provided there is no overlap in the days for a given duration.

For example: There can be one timetable defined for the duration Jan 2018 to Dec 2018. For the same duration, Jan 2018 to Dec 2018, there cannot be another timetable defined.



Fill in data that are mandatory fields such as Class, Section, start date, End date, Academic year and Timetable type and Click on Save button.

Once the Time Table template is created based on the time table type, for each and every day, subjects need to assign for each period.

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YOUR SEARCH RESULTED 4 RECORDS.

Class	Time Table Type	Academic Year	Duration	Add	Edit	Delete
X - A	General Time Table	2017-2018	30/05/2017 - 30/09/2020		---------Select---------	
II - A	General Time Table	2017-2018	30/05/2017 - 30/09/2020		---------Select---------	
VI - A	General Time Table	2017-2018	30/05/2017 - 30/09/2020		---------Select---------	
UKG - A	General Time Table	2017-2018	02/06/2017 - 30/06/2020		---------Select---------	

After selecting the day, select the **Period, Subject Type, Subjects, Mentor name/Lecturer.**

Once all the periods for a particular day are inserted, click on **save** button.

Note: The timetable details for a day can be saved only after details for all the periods in a day are entered.

MANAGE TIME TABLE

Back To Search

Create Time Table

Class : II

Section : II - A

Academic Year : 2017-2018

Start & End Date : 30/05/2017 - 30/09/2020

Time Table Type : General Time Table

Copy from Previous Time Table

TIME TABLE DETAILS FOR: MONDAY

Periods	Subjects	Teacher	Delete	
P1	EVS	Devakanni S		Add
P2	ENGLISH	Devakanni S		Add
P3	HINDI	Manjula M		Add
P4	LIBRARY	Tamil Arasan M		Add
P5	MORAL INSTRUCTION	Gomathi M		Add
P6	MATHS	Amutha A		Add
P7	TAMIL	Devakanni S		Add
P8	P.T	Sampath R		Add

Back Update

For the **Subject Type-Elective/Lab/Optional/Second Language** (where the student has to choose between two or more subjects) one can assign two subject names in the same period by clicking on the Add Button adjacent to the period.

Copy from previous Time Table:

- Copy from Previous Time Table in the above screen helps in the cases where the Time Table of particular day is the same for another day. For example if the timetable on **Saturday** is the same as that of **Tuesday**, one can use this option rather than re-entering the details all over for the day.

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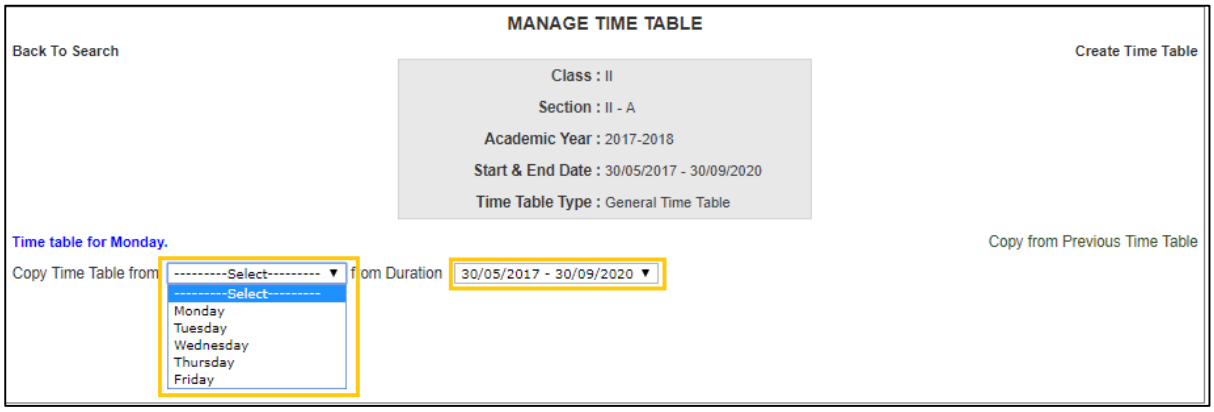
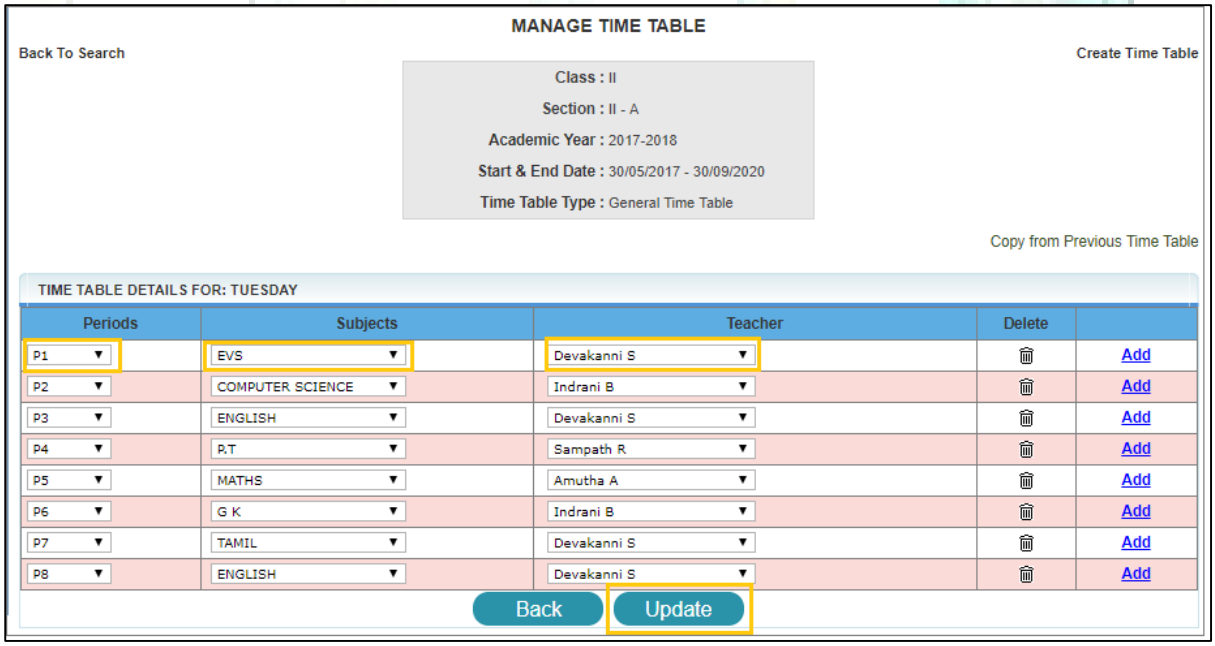
- Click on Copy from Previous Time Table.
- Select the day from which the details need to be copied, select the duration of the timetable from which the details are being copied and then click on **Save** button.



Update timetable

- Select the **Class and Section** for which Time Table needs to be updated.
- Select the day in the **Edit** mode.
- Make the required changes in the **Subject name or Mentors/lecturer names** then click on **Update** button to save the details.



View all timetable:

This screen can be used to get a complete snapshot of the timetable of both teacher and students. For a teacher his/her timetable will be displayed based on their timetable type. For a student their class timetable will be displayed.

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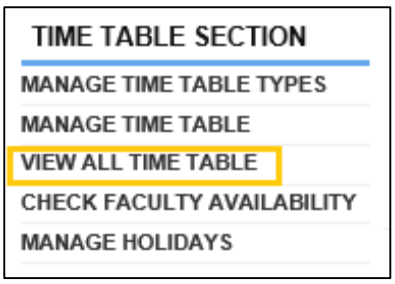
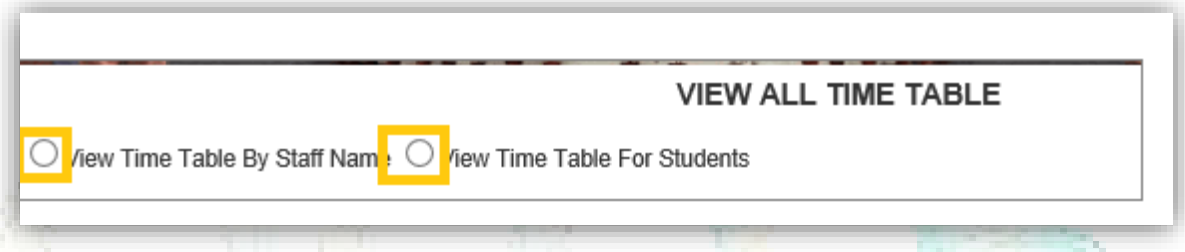


Navigate through **Admin Module > Time Table Section >View All Time Table.**

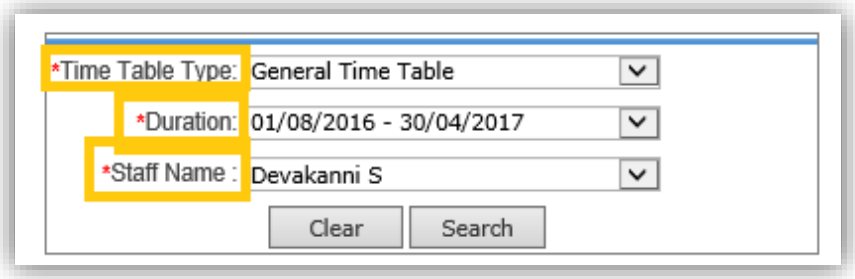
There are two options in this screen:

1. **View timetable by mentor name.**
2. **View time table for students.**



1. *View time table by mentor name:*

Select the **Time Table Type, Duration, Mentor name** and click on Search button.



Below is the timetable for the mentor given in search screen: We can view the day to day timetable based on day and time for each period. We can take a printout and an excel of the required timetable.

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Objective : To show the weekly time table of a particular staff.
Note : The period details in red indicates they are deleted/ inactive in the portal.
Export To Excel Print

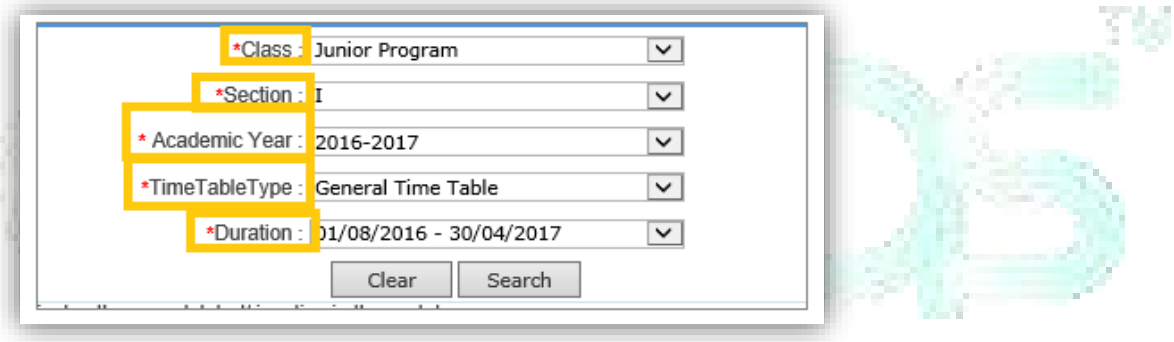
TOTAL NUMBER OF PERIODS:5

Day/Time	09 : 00 - 09 : 29	09 : 30 - 10 : 09	10 : 10 - 10 : 49	11 : 00 - 11 : 39	11 : 40 - 12 : 19	13 : 00 - 13 : 39	13 : 40 - 14 : 19	14 : 30 -
Monday	-	-	-	-	-	MAT - II - A	-	-
Tuesday	-	-	-	-	MAT - II - A	-	-	-
Wednesday	-	-	-	-	-	MAT - II - A	-	-
Thursday	-	-	-	-	MAT - II - A	-	-	-
Friday	-	-	-	-	-	MAT - II - A	-	-

Sl.No	Subject Code	Subject Name	Section	No.of hrs/Week	Last Updated On
1	MAT	MATHS	II - A	5	20/06/2017

2. *View Timetable for Students:*

Select the **Class, Section, Academic year, Timetable type, Duration** and click on Search button.



The Timetable followed by a student is shown. We can view the day to day timetable based on day and time for each period. We can take a printout and an excel of the required timetable.

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Objective : To show the weekly time table for the students of a particular class.
Note : The period details in red indicates they are deleted/ inactive in the portal.
Export To Excel Print

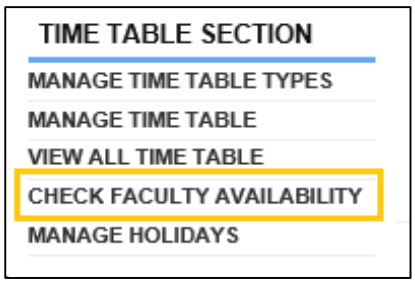
Class Teacher : Dhanalakshmi G Co-Class Teacher : Gomathi M

Day/Time	09 : 00 - 09 : 29	09 : 30 - 10 : 09	10 : 10 - 10 : 49	11 : 00 - 11 : 39	11 : 40 - 12 : 19	13 : 00 - 13 : 39	13 : 40 - 14 : 19	14 : 30 -
Monday	TAM	TAM	MAT	SCI	SS	ENG	HIN	G K
Tuesday	TAM	ENG	TAM	SS	SCI	LIB	PT	MAT
Wednesday	TAM	TAM	MAT	SCI	SS	ENG	HIN	G K
Thursday	TAM	ENG	TAM	SS	SCI	LIB	PT	MAT
Friday	TAM	TAM	MAT	SCI	SS	ENG	HIN	G K

Sl.No	Subject Code	Subject Name	Faculty
1	ENG	ENGLISH	Magitha M
2	G K	G K	Devaraj N
3	HIN	HINDI	Manjula M
4	LIB	LIBRARY	Tamil Arasan M
5	MAT	MATHS	Dhanalakshmi G

Check Faculty Availability

1. This screen is used to delegate a mentor in the absence of another mentor for a particular duration.
2. One can choose mentors from a list of mentors available in the same Class, different Class or from all Classes.
3. Select the **Time Table Type, period, Date** and click on **Search** button.



Navigate through **Admin Module > Time Table Section > Check Faculty Availability.**

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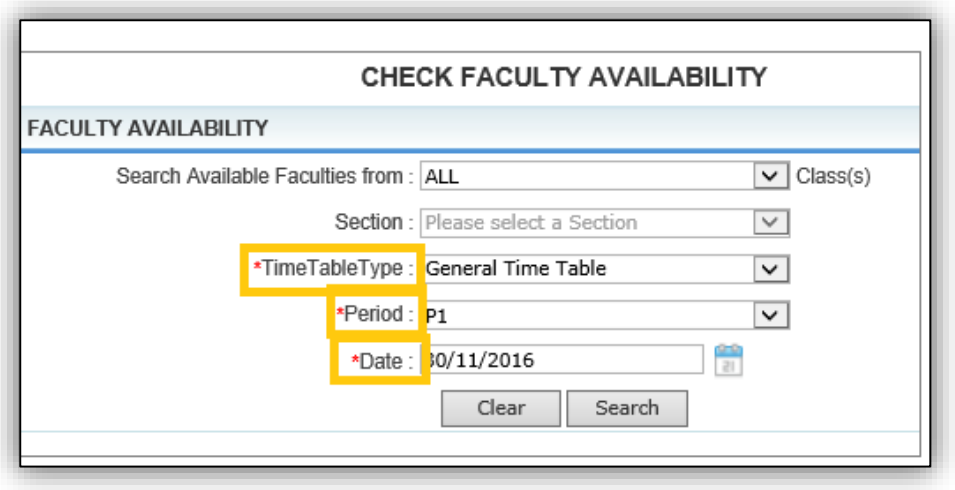

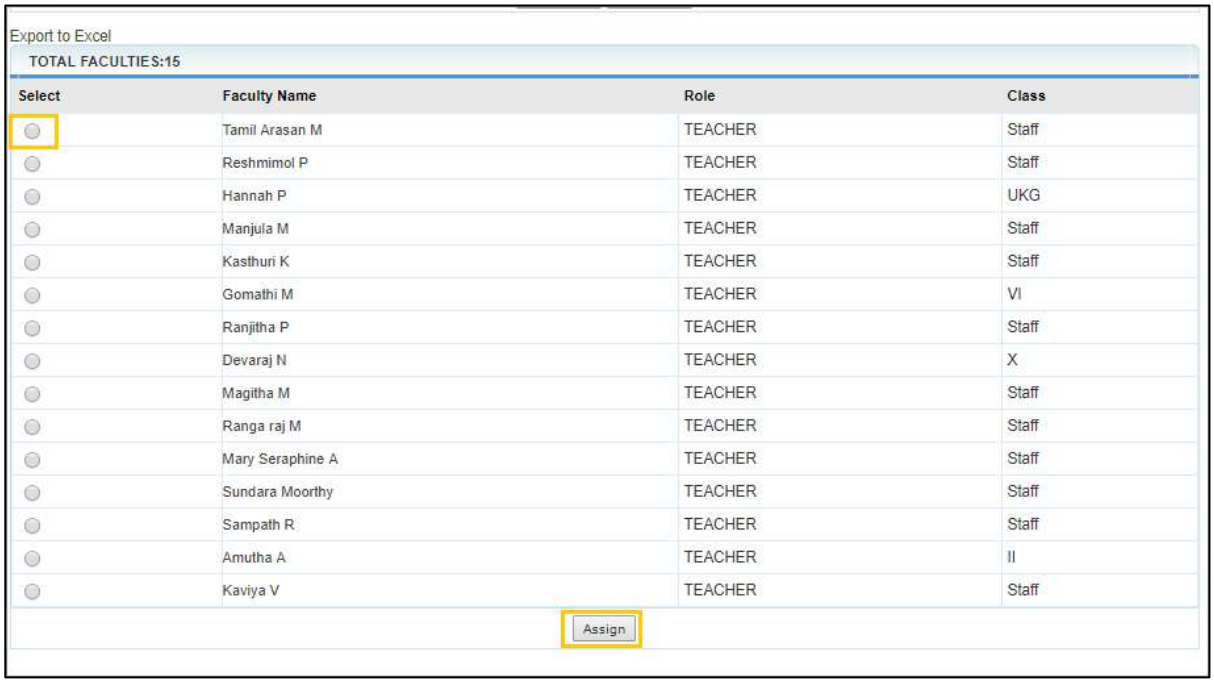

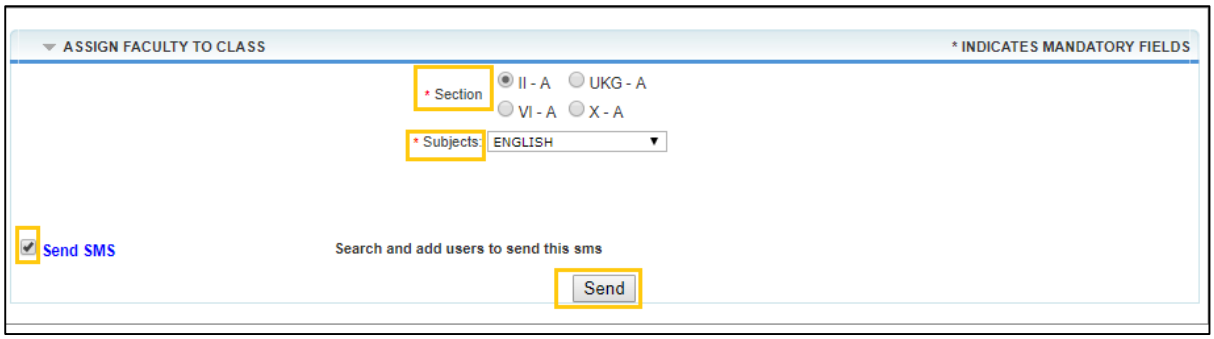

Select the class, subject and SMS option and click on send to assign the period for that mentor. Accordingly, a message will be sent to the mentor to attend the class for the selected subject and date.

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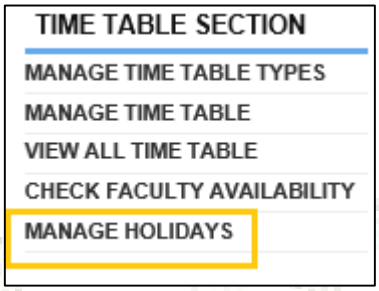
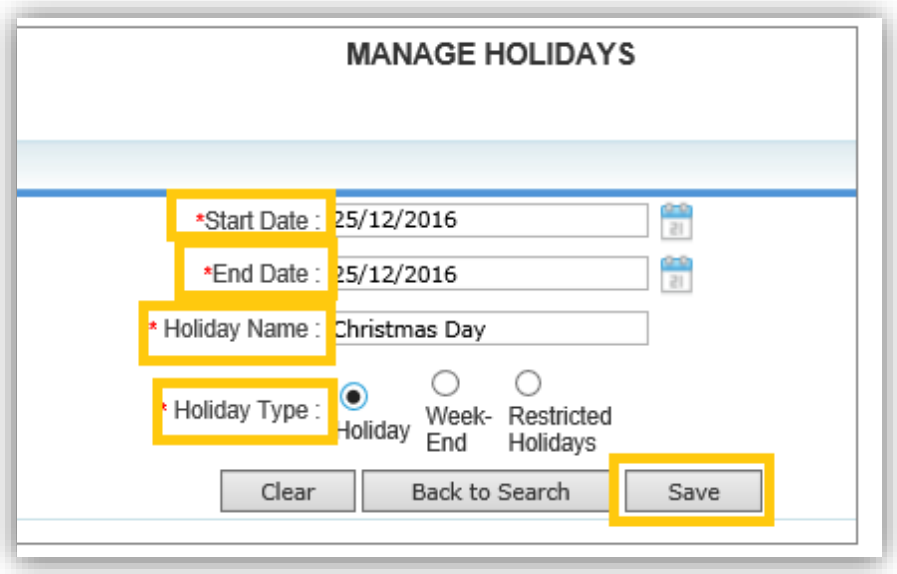
Manage Holidays

1. The list for the present academic year is created.
2. This screen to maintain a list of holidays given to the students for the festivals/public holidays by giving **Start Date**, **End Date**, **Holiday Name**.
3. The holidays created in this page will be displayed in View holiday list in the Left menu.
4. During the holidays Admin/Teachers will be not bee able to post attendance on that particular date.
5. Exceptions can be created for particular sections if classes are available.
6. Then click on **Save** button.



Navigate through **Admin Module > Time Table Section > Manage Holidays.**

NOTE: The holidays listed in this screen will not be included in No. of working days for Attendance/reports.



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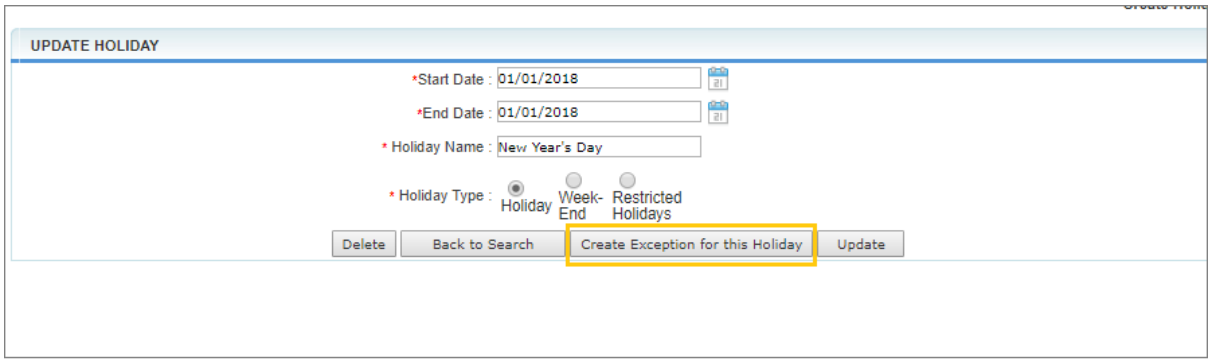
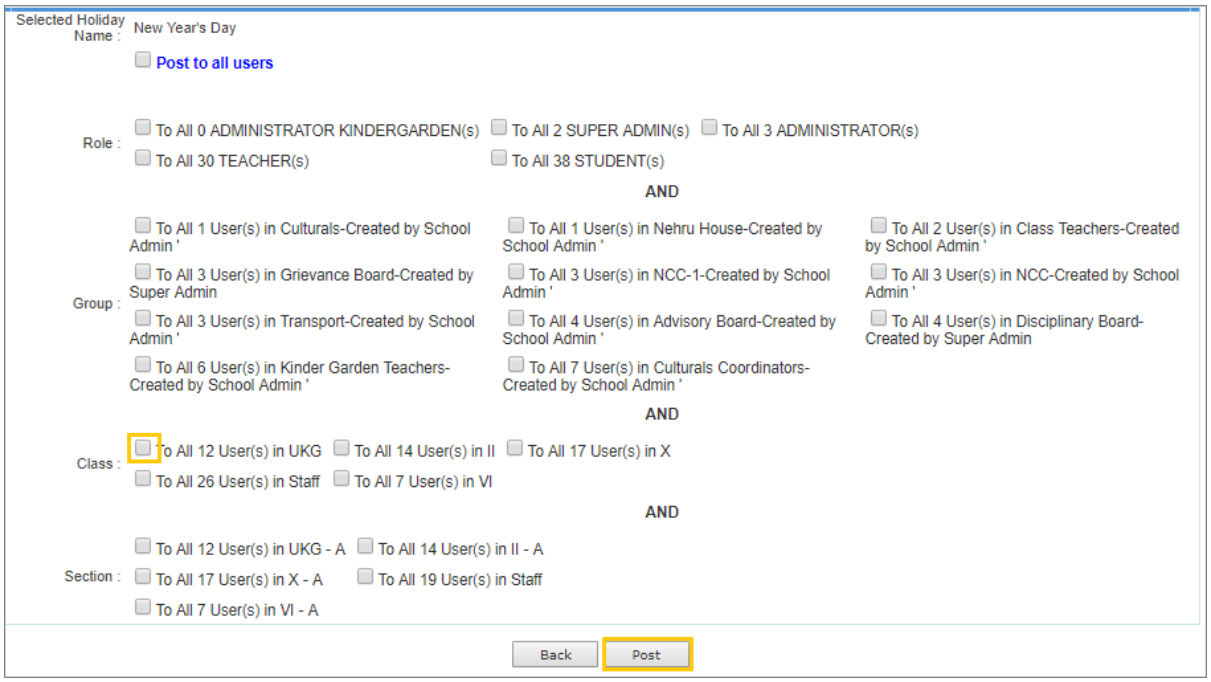
We can create exceptions by selecting a existing holiday and clicking on “Create Exception for this holiday”. We will get the list of class and section.



After selecting the class and section click on post. Holiday exception will be created.



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Asset Management

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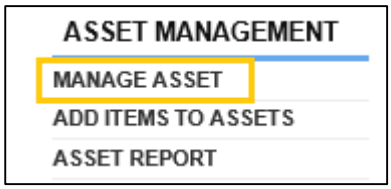
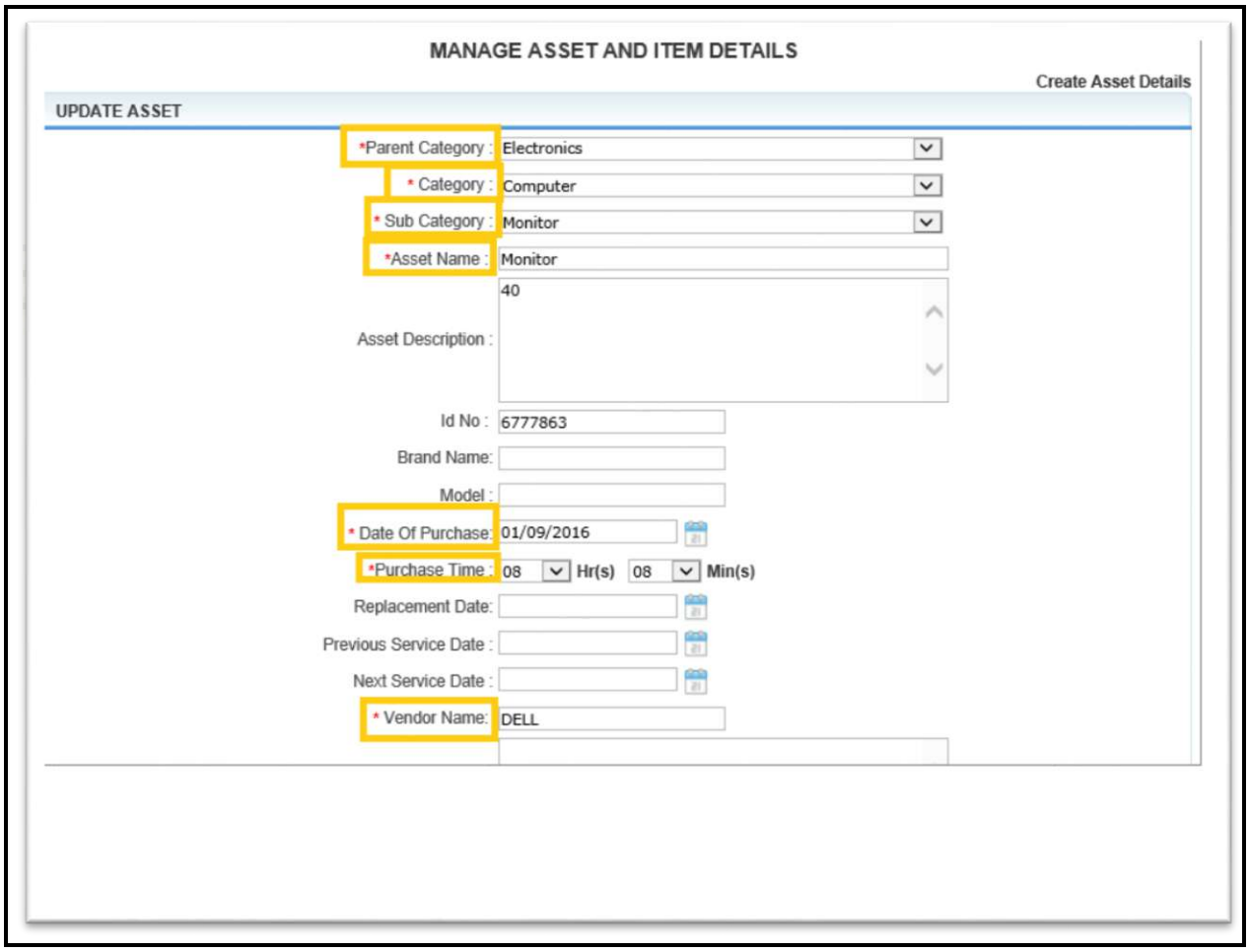
Manage Asset



Navigate through **Admin Module –> Asset Management-> Manage Asset**

The Details of Assets can be created in this screen along with the items related to the Assets. We can store the brand name, Vendor details, Asset location, warranty details, service details, etc.

Click on **"Create Asset Details"** towards left to create details of asset,
Below screen will be displayed to enter the details of the asset that has to be created,



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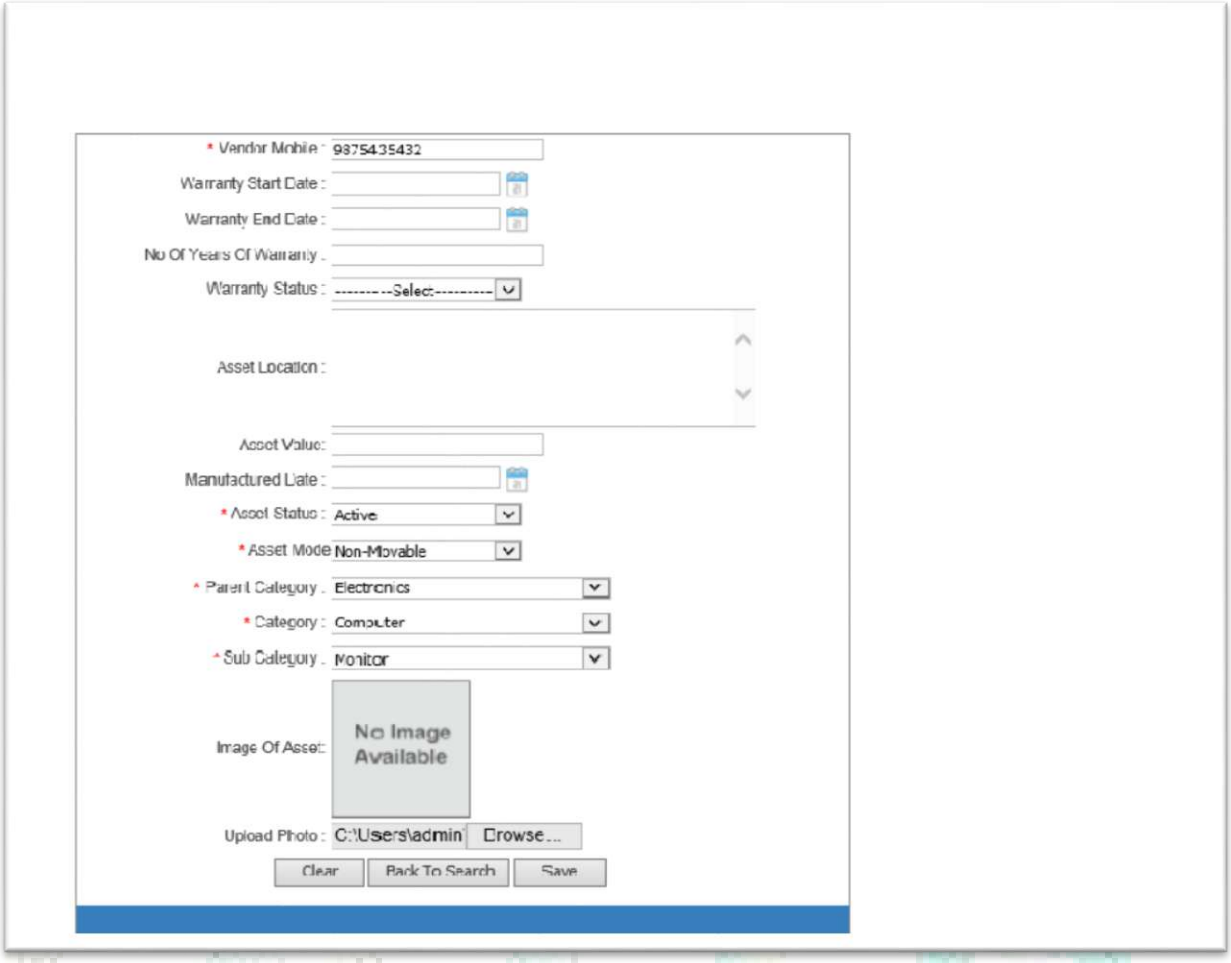
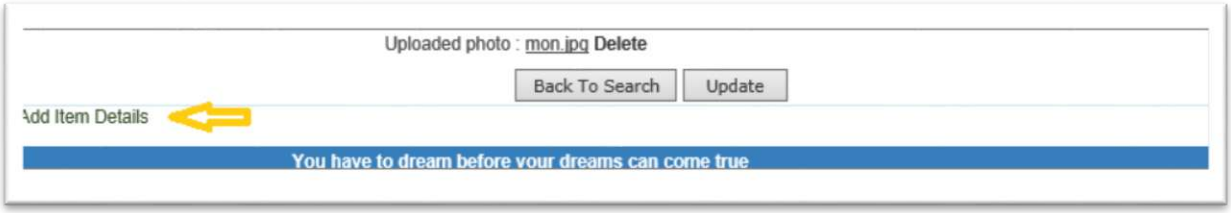


Enter Valid Data and click on **Save** button below all the fields,

Note : "**Replacement Date**" in Above fields is applicable for printers > Cartridges, Belts, etc.,

Asset Manager/in charge has to be assigned in **"Asset Assigned to"** option,

Once these details are saved an option **"Added Item Details"** Will be enabled below the screen.



Once we click on **"Add Item Details"** below screen will be displayed along with the

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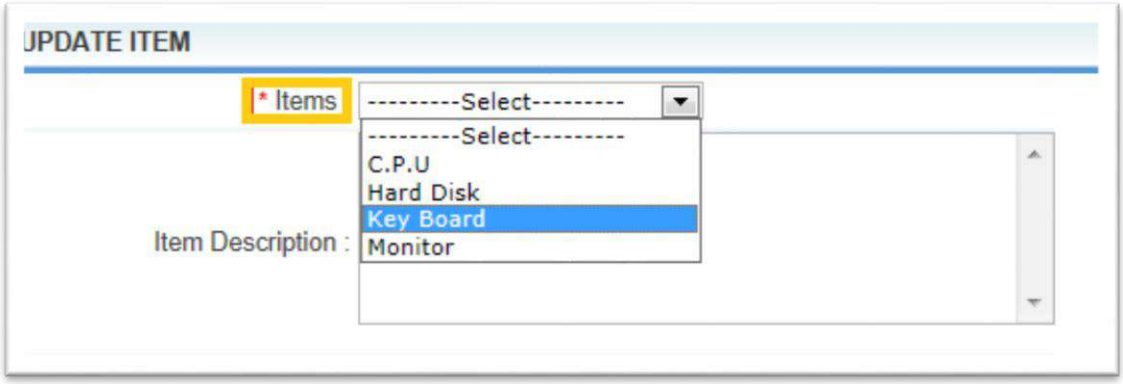
dropdown of Items, to create items related to the Asset.

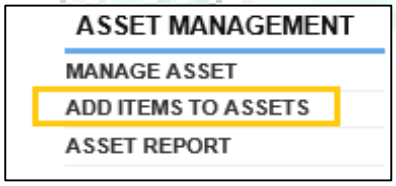


These details **/ items** in the dropdown has to be created in other screen which is **"Add Items to Assets"**

To Create Asset Items, Navigate through > **Admin Module > Asset Management > Add Items to Assets** (This can even be created before starting creation of Asset, as a pre-Requisite)

Add Items to Assets

Select the Categories for which we are creating item and click on **"Search",** Once we click on **search**



Navigate through **Admin Module –> Asset Management-> ADD Items to Assets**

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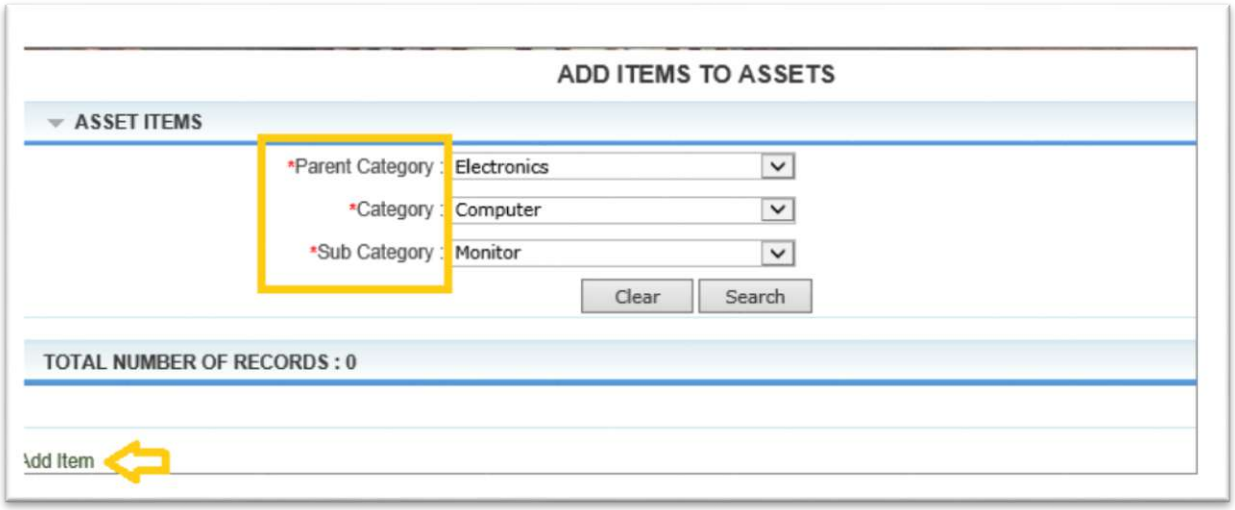
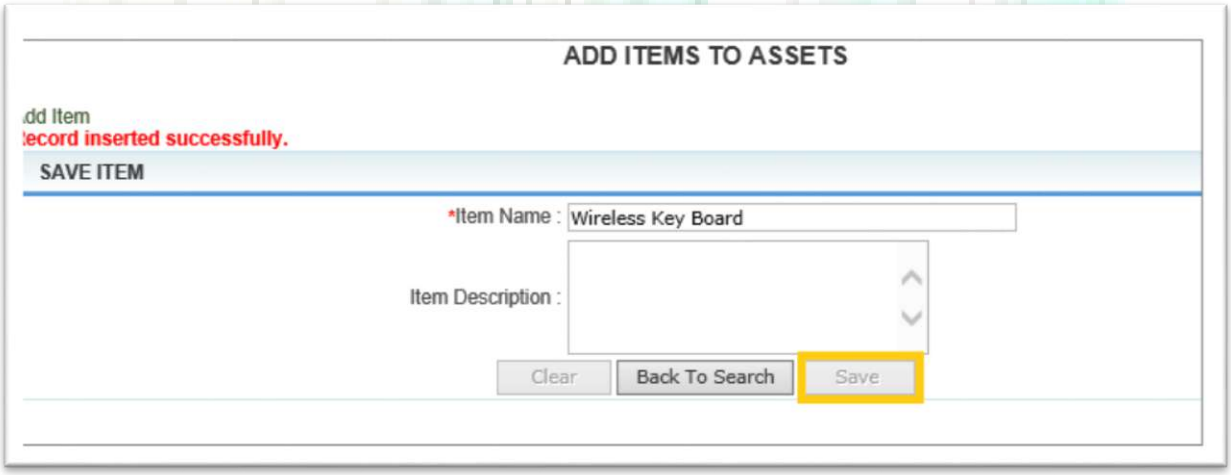


The above screen will be displayed along with the option **"Add Item"** to add new Item.

Click on **"Add Item"** and enter the item Name and click on **"Save"** button.

The item will be created and it will be included in the dropdown of **"Manage Assets > Add Item Details"**



Again Coming back to **Manage Assets** (After Creation & Saving of Asset)**> Add Item Details**

The items created in the above screen "Add Items to Assets" will be included and displayed in

Manage Assets > Add Item Details

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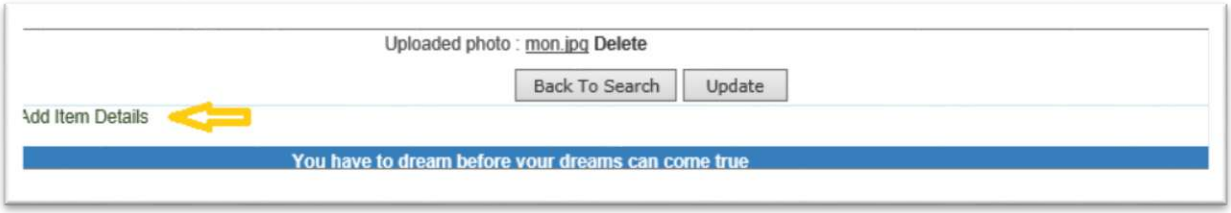
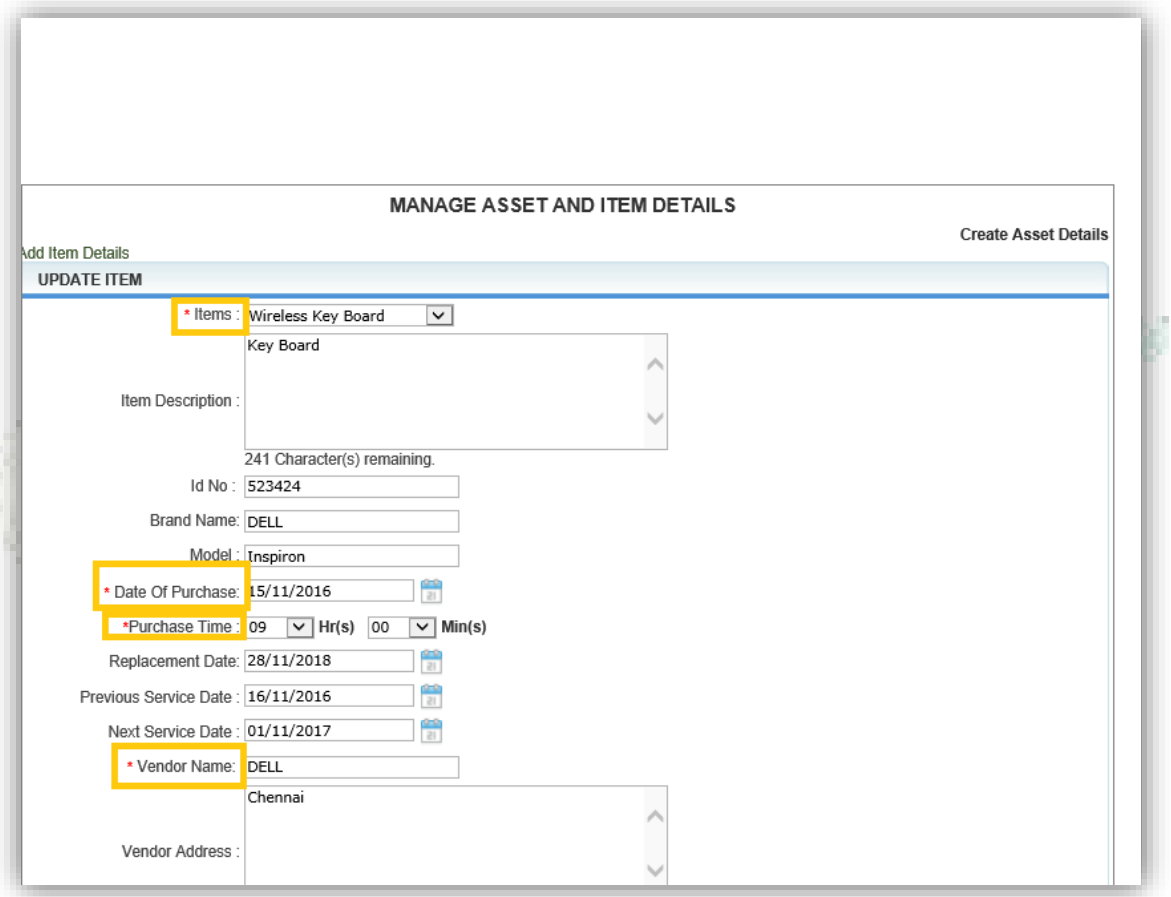


Click on **"Add item Details",** the below screen will be displayed, where we can select the Item and create the details, after entering the valid details, click on **"Save",** the details will be saved.



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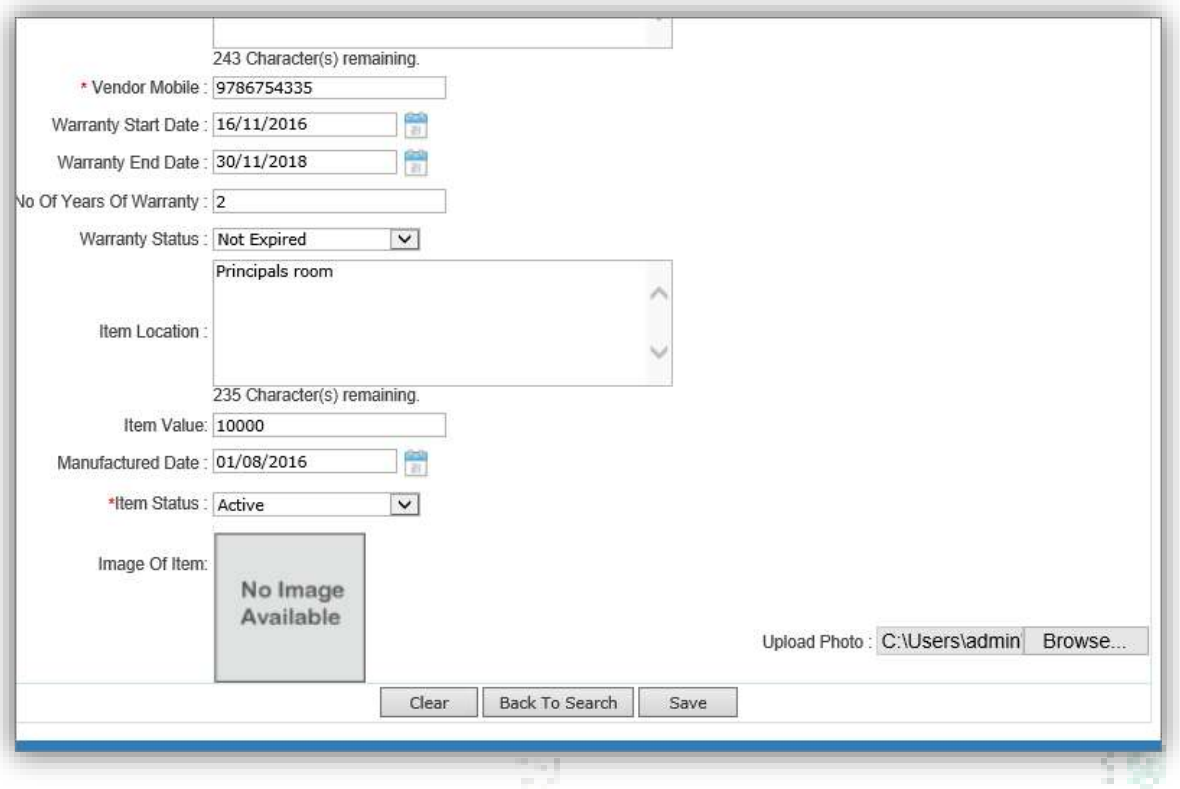
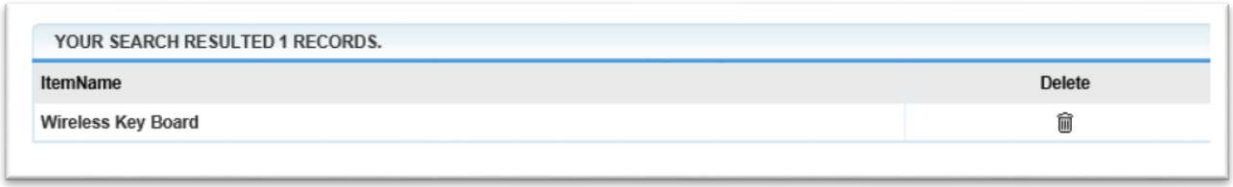


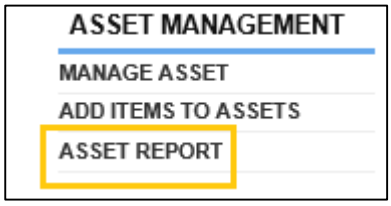
Once the details are saved a message **"Record inserted successfully"** Will be displayed above the screen.

Click on **Back to Search** Button, to view the Added Item Details, The added item details will be displayed as below.



Asset Report:

Asset report Screen used for Admin to View Asset details like next Service Date, Purchase date etc.



Navigate through **Admin Module →Asset Management→Asset Report**.

The following page is shown:

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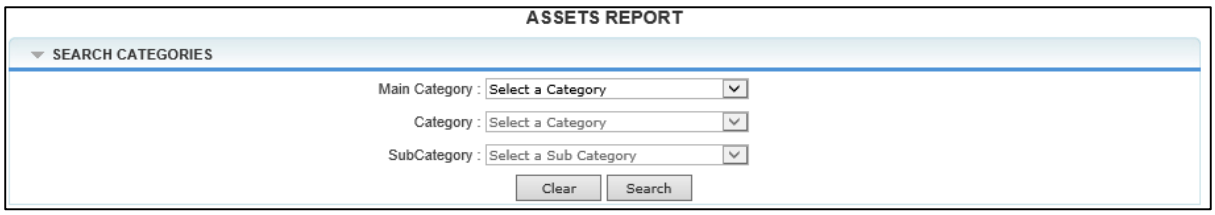

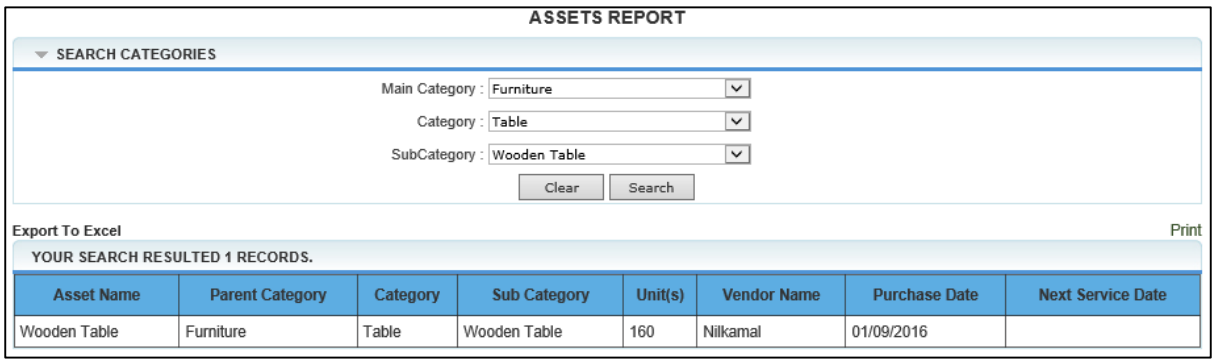

Fill the details like Main Category, Category and Sub Category (Category types will be created in Manage Category Page).

Full details of Asset will be displayed we can Print and Export to Excel

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Transport

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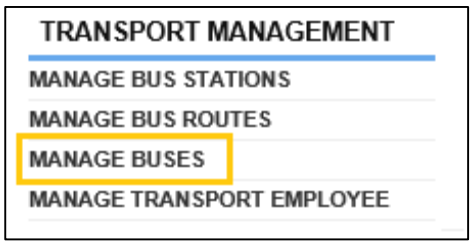
Transport Management:

This module offers to track all the vehicles of an institute. The more important function of this module is to track different routes taken by the buses including the stop and time details. If a bus needs to be rerouted one can find the list of all the students that would be impacted. When a bus is delayed, an institute can send an SMS to the affected students. These modules also keep track of all the maintenance activities of their vehicles.

Manage Buses:

This screen is for the Admin to store the bus details of an organization.



Navigate through **Admin Module →Transport Management → Manage Buses**.

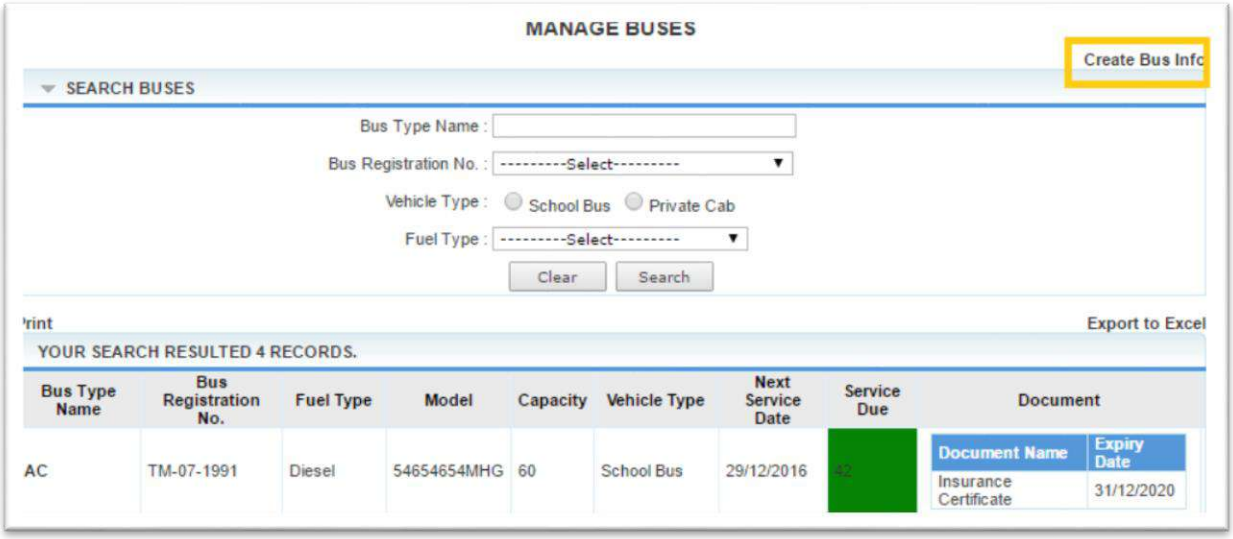
We will be able to store the bus capacity, next service date, Bus documents expiry date and other information. The service due has colour patterns

Green – Enough time for Service

Pink – Nearing Service date

Red – Service date expires.

The following page is shown:



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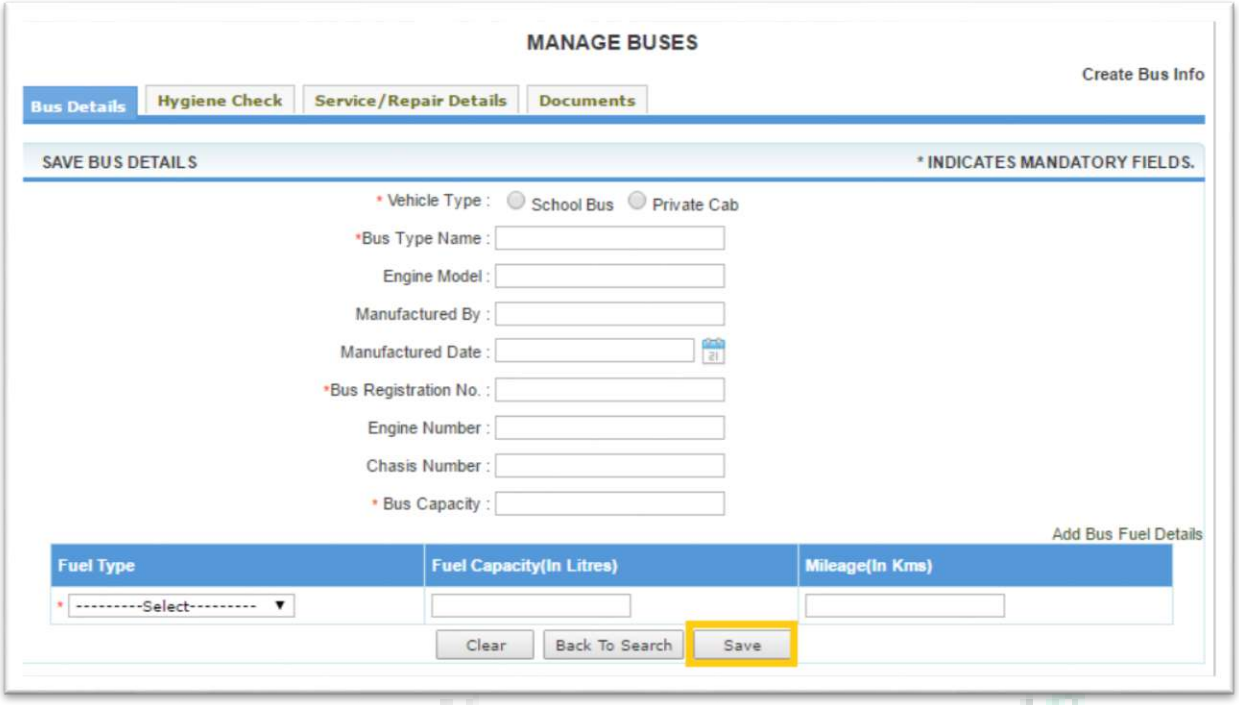
Click on Create Bus Info.



Fill the mandatory fields **like Bus Type name, bus number** then click on **Save** button.

Note: All the above created bus records are available for selection in Creating the Bus Routes.

Hygiene Check:

This Screen is used for Hygiene Check of the Transport to Check cleanliness.

Click on Hygiene Check on Bus details page

The following page is shown:

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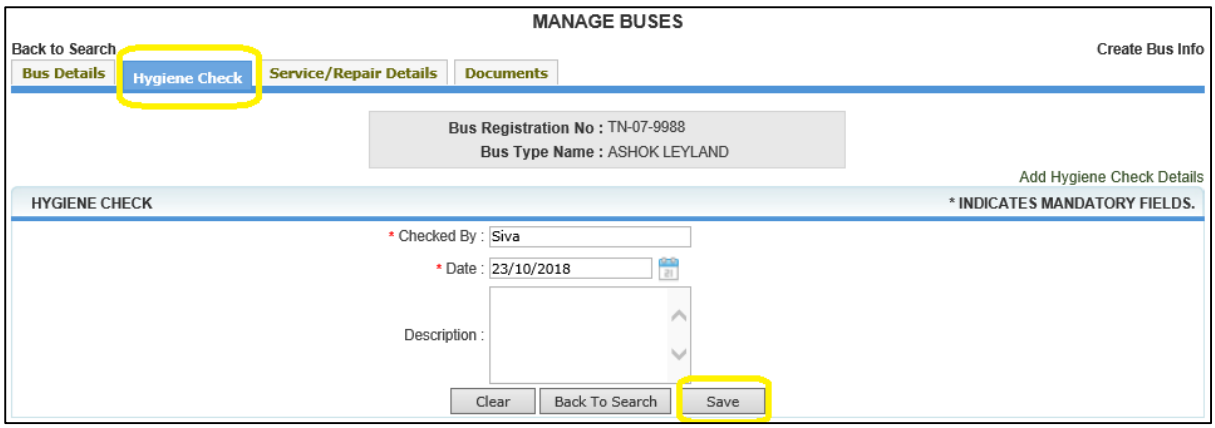


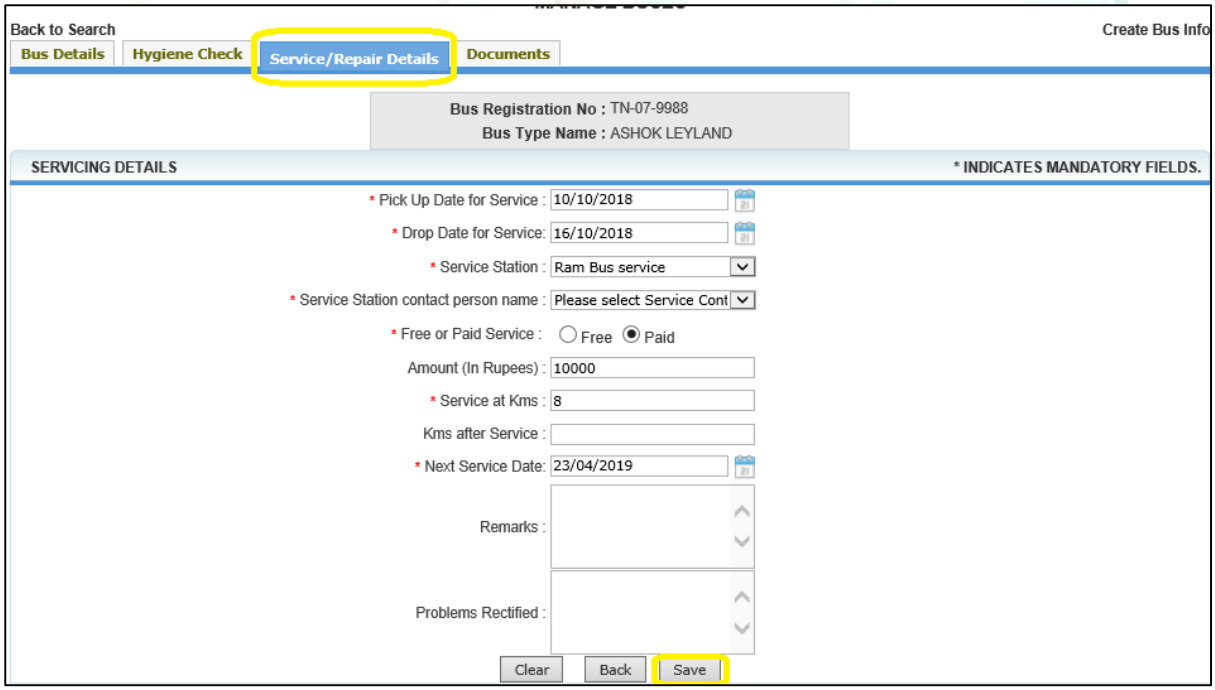
Enter Mandatory details and Click on Save.

Service/Repair Details:

This Screen is used for Admin to Check Service/Repair details for Transport.

Click on Service/Repair details on Bus details page

The following page is shown



Enter Mandatory details and Click on Save.

Documents:

This Screen is used for Admin to attach Transport related documents like Insurance, Pollution certificate etc.

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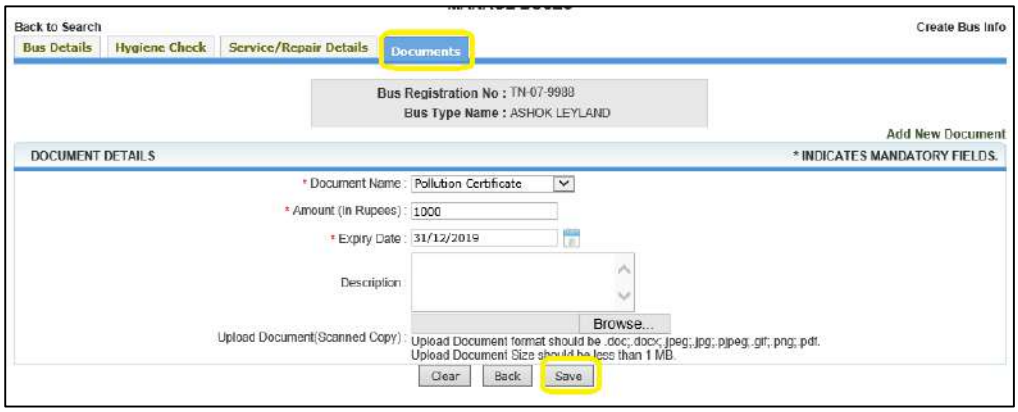
Click on Documents on Bus details page

The following page is shown

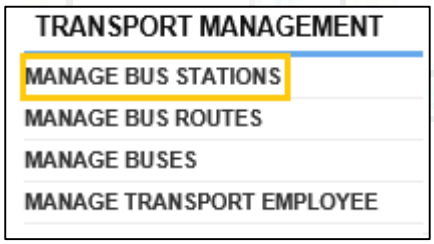


Enter Mandatory details and Click on Save.

Note: Uploaded Document size should be less than 1 MB.

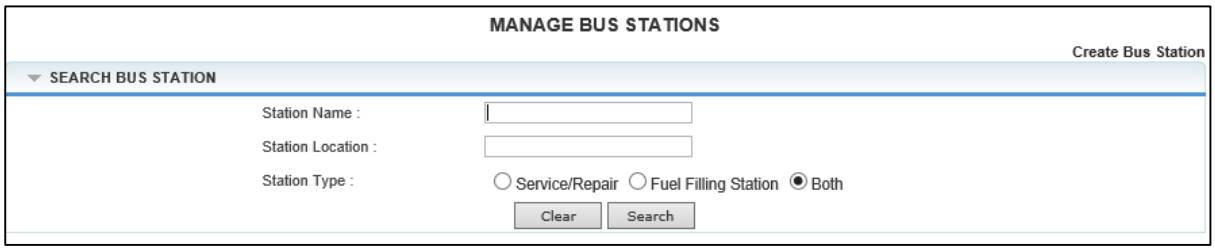
Manage Bus Stations:

This screen is for the Admin to Create Bus fuel filling stations and Service station of the organization. Accordingly, it will be shown in manage buses screen while adding the Service/Repair details.



Navigate through **Admin Module→Transport Management → Manage Bus Stations**.

The following page is shown:



Click on Create Bus Station.

Then Screen displayed on Window as follows

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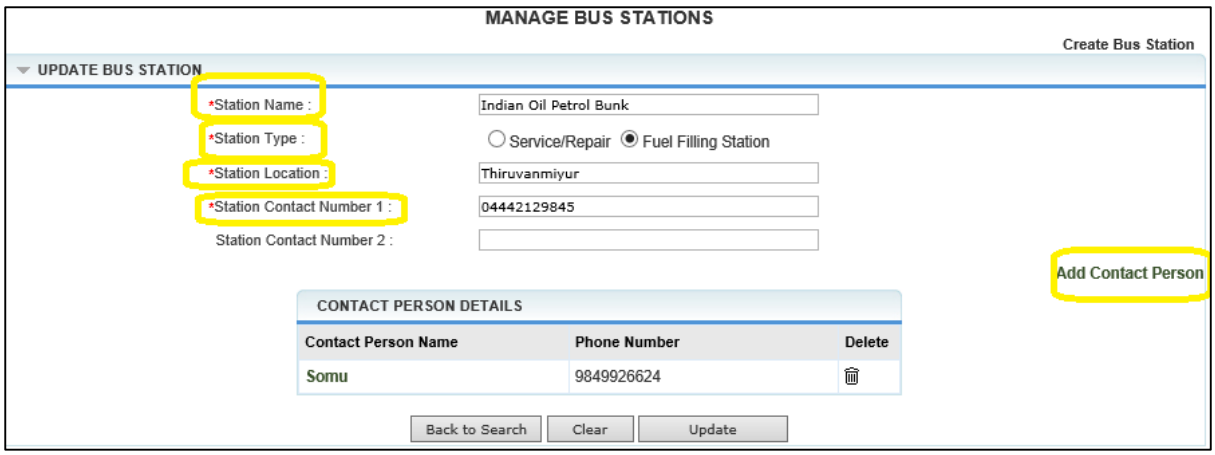
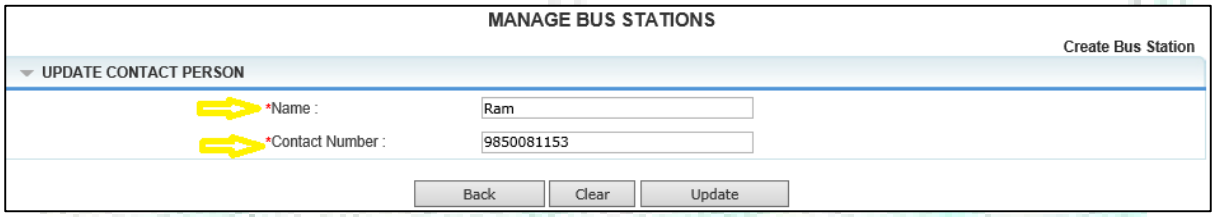


Enter the Mandatory fields like **Station Name, Station Type, Station Location and Station Contact Number.**

Fill the data and click on Save button.

Add Contact Person:

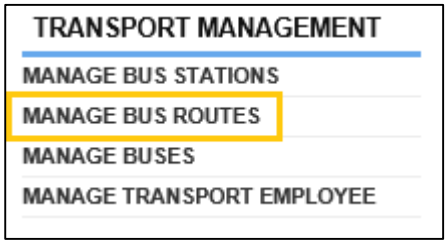
This Screen is used to add Contact Person details of Bus Stations



Enter the Mandatory fields and Save

Manage Bus Routes:

This Screen is provided for the admin to create the stops for the bus which was created in the above screen. By creating these routes and stops, the students pickup and drop stops can be assigned accordingly in Manage Users screen.



Navigate through **Admin Module →Transport Management → Manage Bus Route**.

The following screen is shown:

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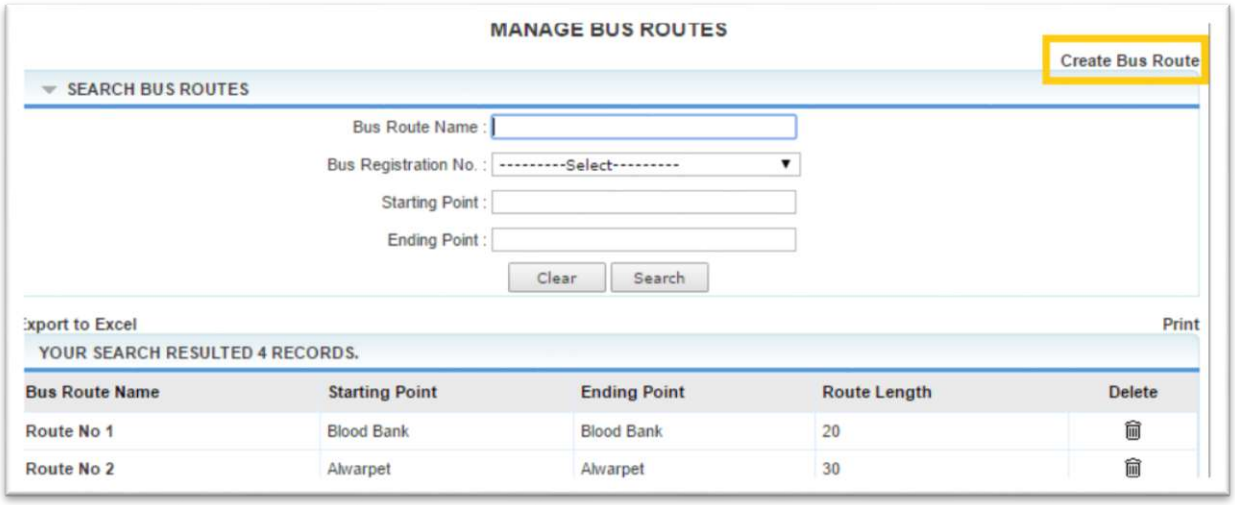
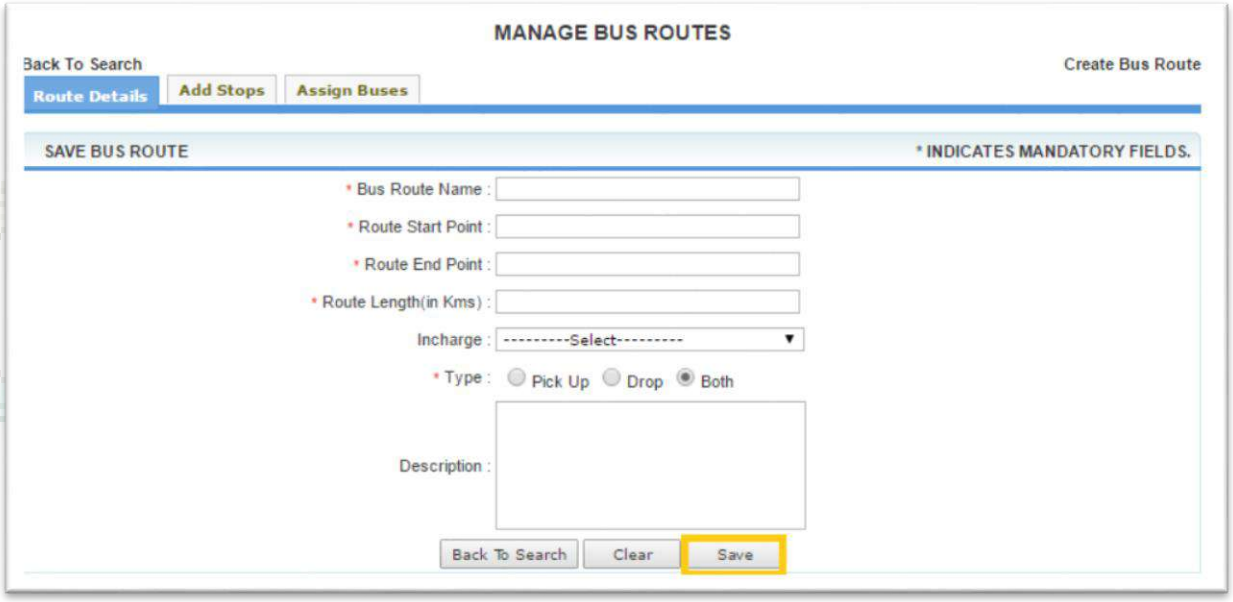


Click on Create Bus Route to see the following screen:



Enter the Mandatory fields like Route **Name** and select the appropriate Bus **No** from the ***Bus No*** dropdown list.
Fill the data for the other filed(s) and click on Save button.

User is provided with an option to **Add Bus Stops** on a successful save operation in the Create Bus Route screen.

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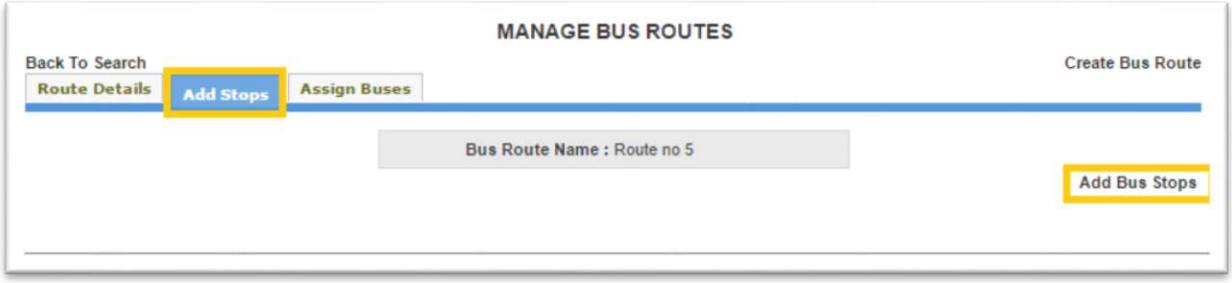
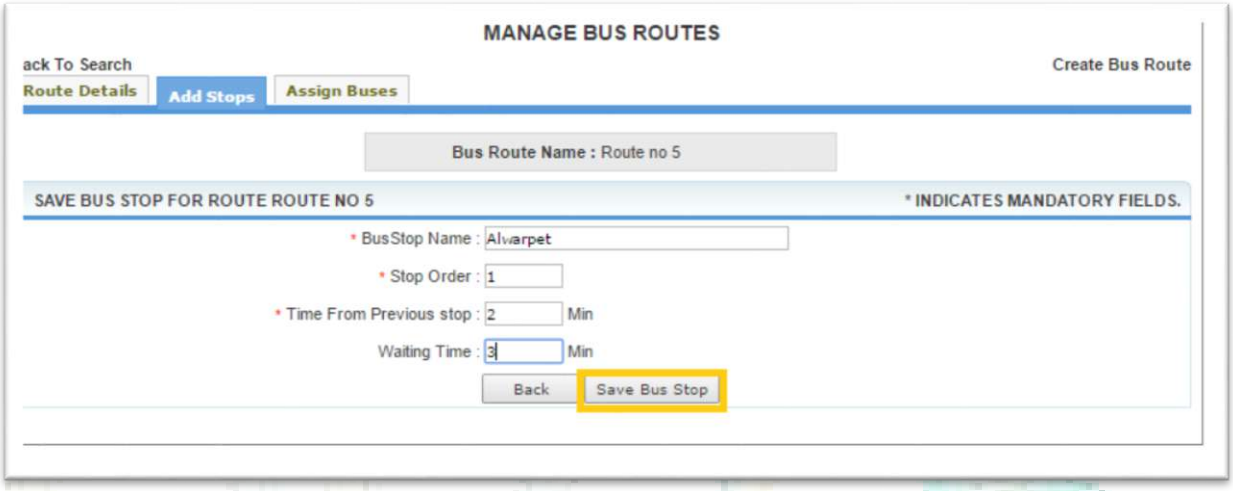


Select **Add Bus Stops** to add the stop name(s) in that route.



Enter Bus Stop Name, Pickup and Drop Times.
Click on Save Bus Stop.
Repeat steps from 6-8 until all the **Stop Names** of that route are added.

How to Associate Transport to Users in the Manage Users Screen:

This can be done only after the Transport details are completely entered in the Portal.

Select the Transport as **college/school based on the institution type** and select the **route name** and **stop** for the student in the Manage User Screen.

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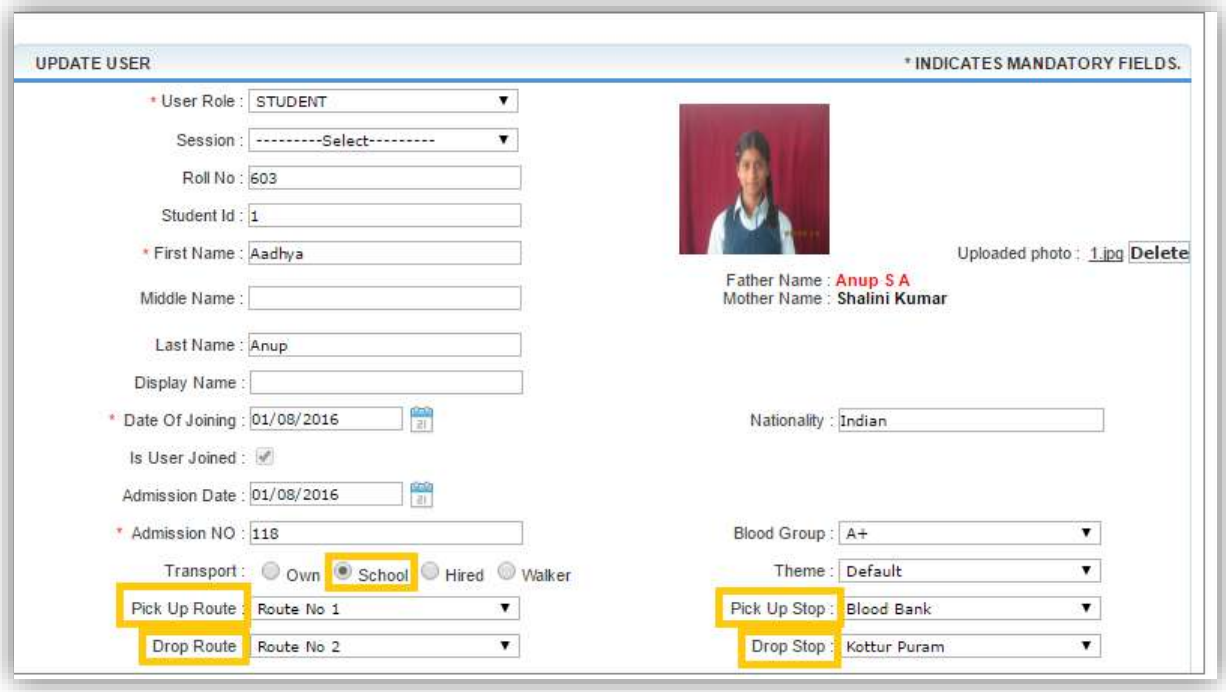
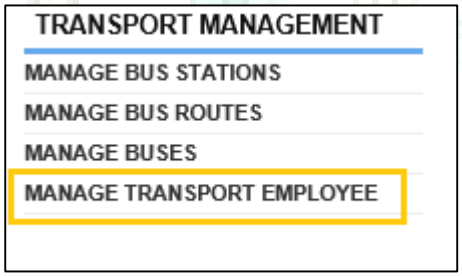


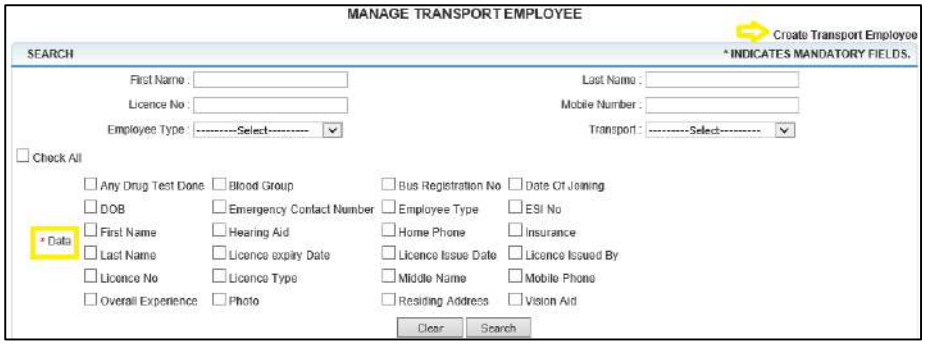
Manage Transport Employee

This screen is for the Admin to store Transport Employee details of an organization. This page is similar to manage users screen. We can assign the buses for each transport employee.



Navigate through **Admin Module →Transport Management → Manage Transport Employee.**

The following page is shown:



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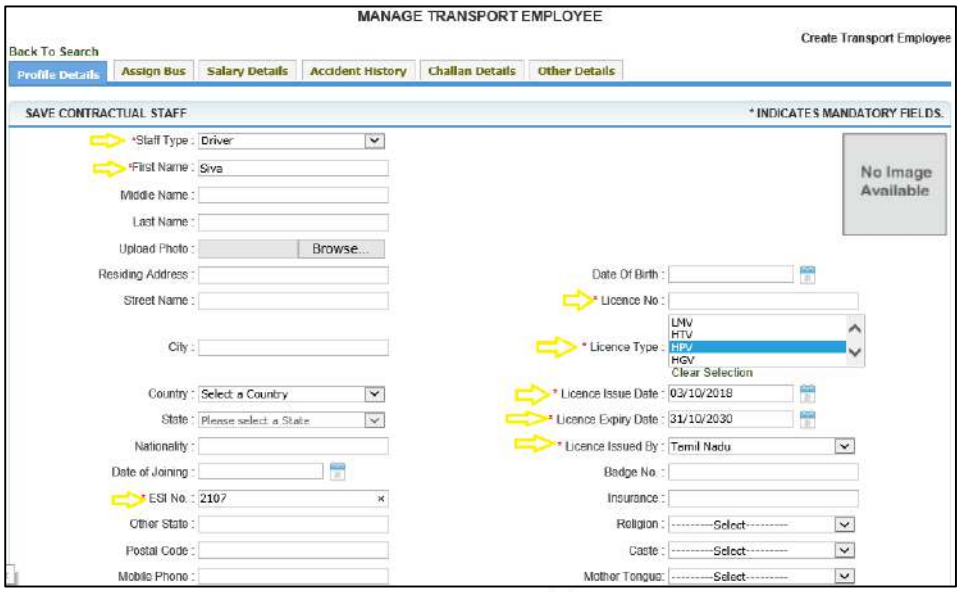
1) Create:

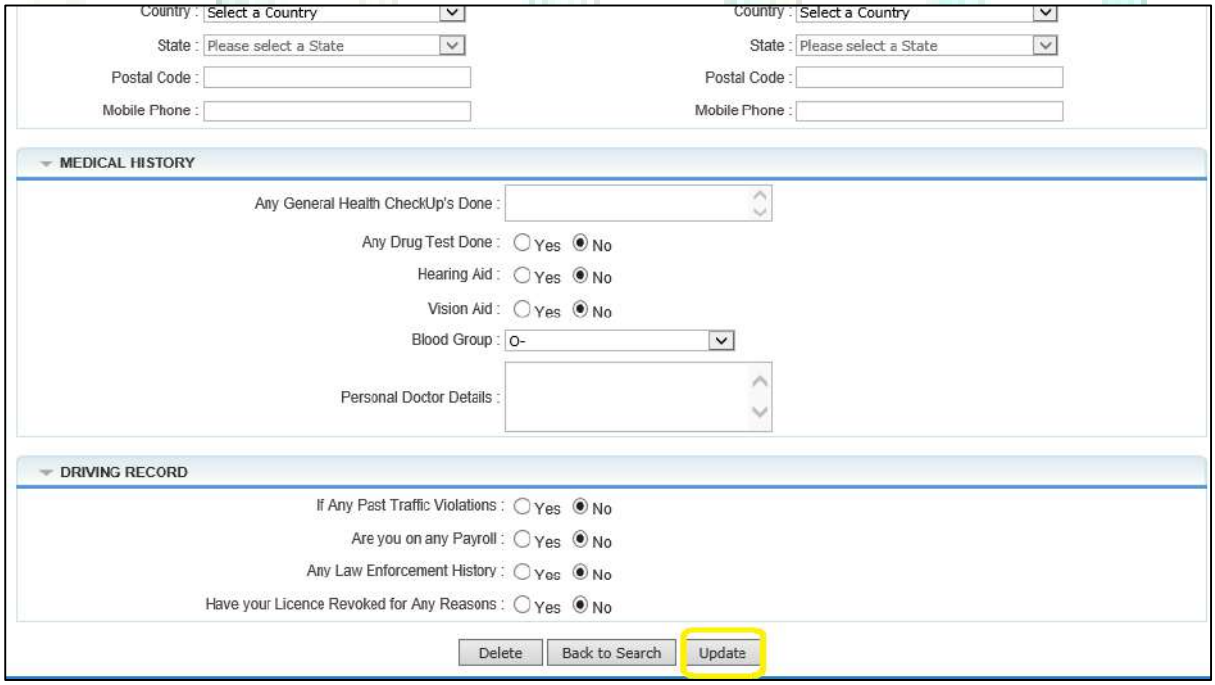
Click on Create Transport Employee

The following page is shown:



Enter all Mandatory details to create a new employee

Select Staff Type and enter his Personal details



After entering all details click on Update.

Assign Bus

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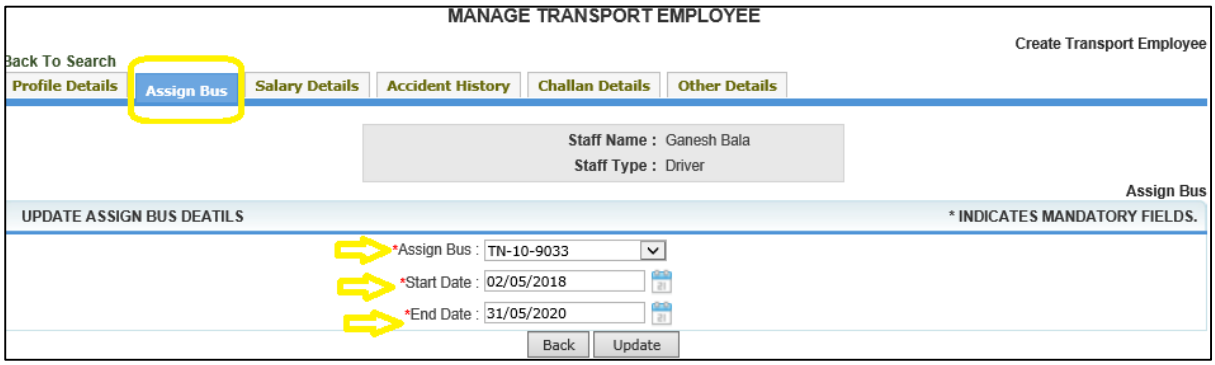
Click on Assign Bus in Profile Details page



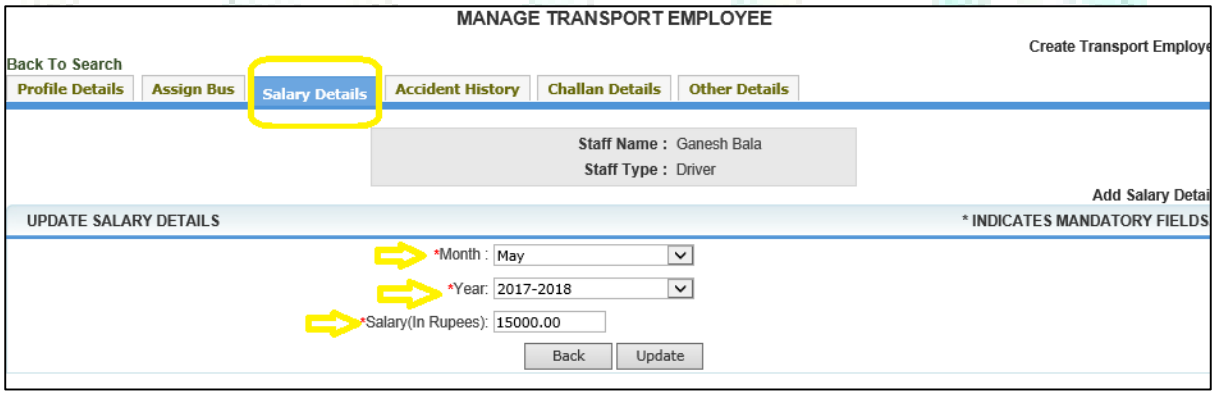
This Screen is used to Assign Bus for Created New Transport Employee

Enter all details and save.

Salary details:

Click on Salary details Bus in Assign Bus page

This Screen is used to assign Salary details for Transport Employee



Enter all details and Save the data.

Accident History:

Click on Accident History in Salary details Page

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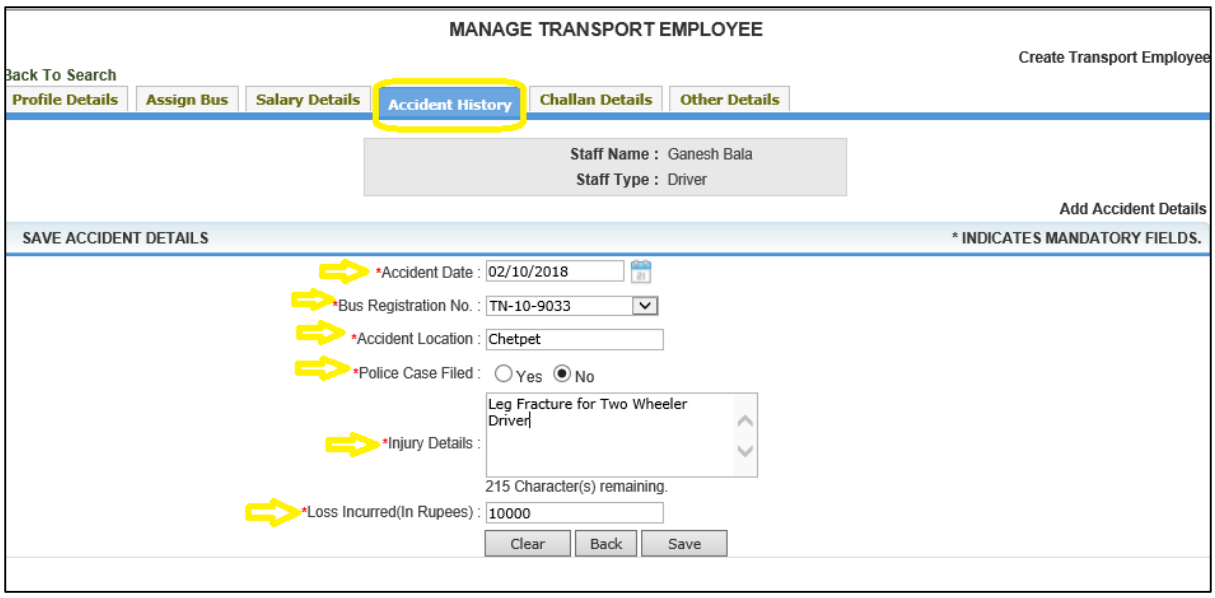


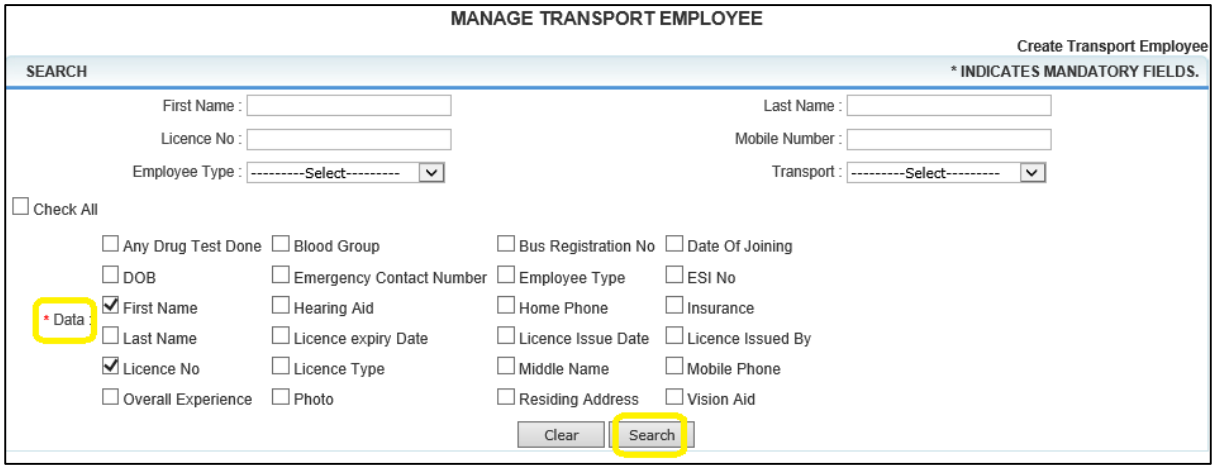
This Screen is used if Transport Employee involved in Accident, Accident Information can be stored by Admin.

Enter all details and Save the data.

Filtering:

We can Filter Transport Employee

The following page Displayed on Screen.



By Selecting Required Data, we can filter the users.

This Page is used for searching, already Existing Transport Employee.

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E-Circular

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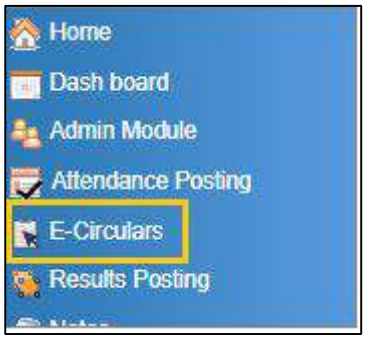
Description:

This module allows user to receive and acknowledge E-Circulars from the management/Admin. It will be created by the admin in Manage notice screen by selecting Notice type as " E-Circulars".



Navigate through **left Pane E-Circulars**

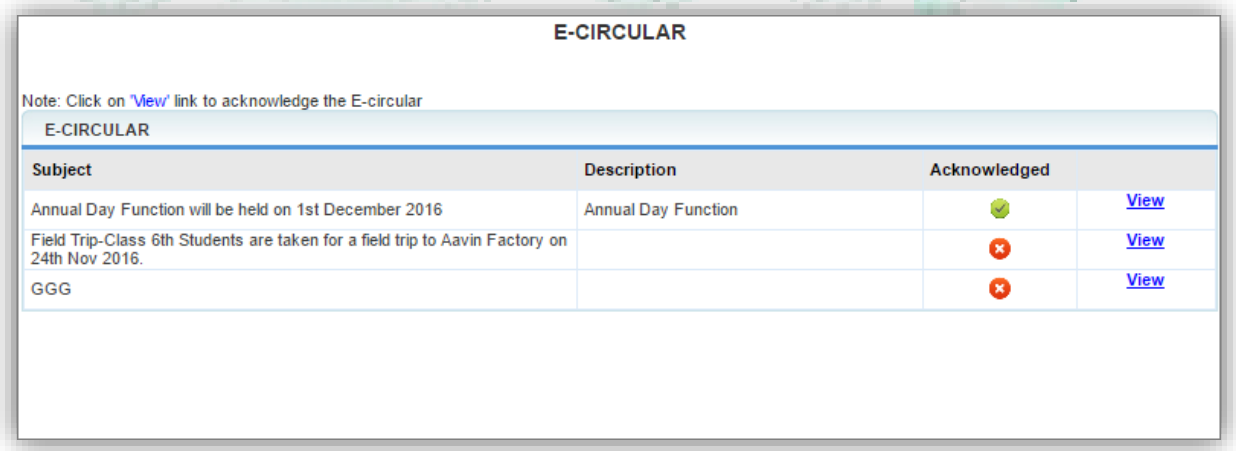
View E-circular

Click View Button adjacent to the E- Circular to View and acknowledge it.

Subject-E Circular Heading or Subject.

Description-Description about the E circular.

Acknowledged- Whether the user has Acknowledged the E-Circular or not.



Read and Acknowledge E circular

There will be a check box, we need to check it to acknowledge the E-circular.

Document Name: If any document is attached we can view by just clicking on it.

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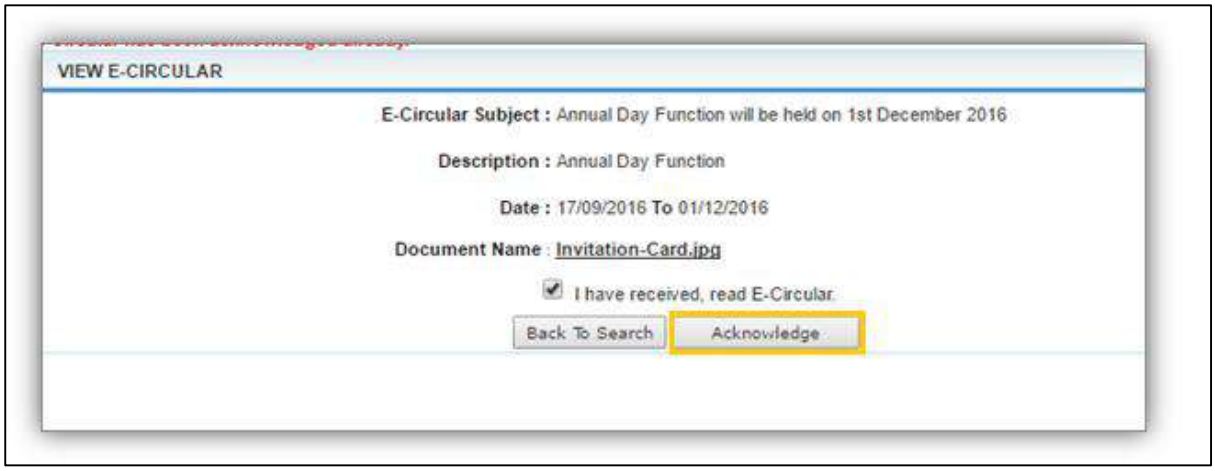
There are two buttons

Back to Search: Moves back to the previous page

Acknowledge: Acknowledges the E-Circular.



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Notes

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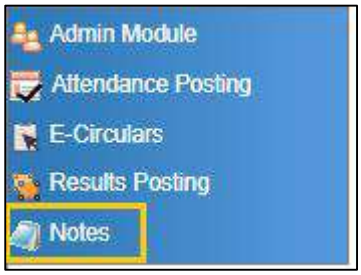
Description:

This module will have notes for their respective Subjects so that, students can refer these notes from anywhere, anytime. These notes will be created in “Post notes” screen under Admin module.



Navigate through **left Pane Notes**

We need to select any notes to download it.

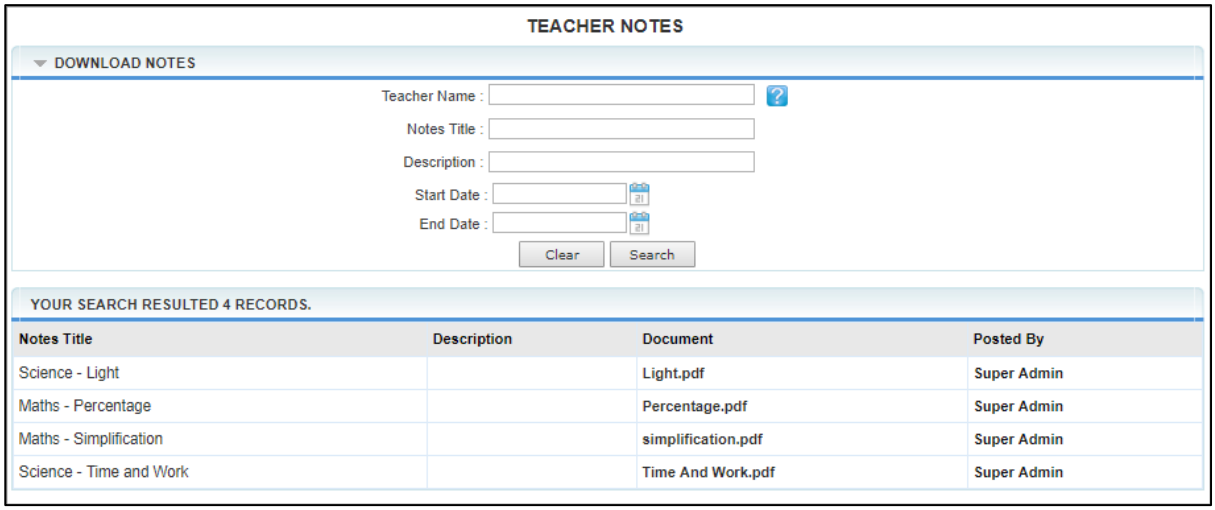


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Photo Gallery

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Description:

We can view the photos of various events held in the school. Photos can be crated in Manage Photo gallery screen under admin module.

Navigate through **left Pane Photo Gallery**

We need to Select any one Album from the below list to view the images.

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Video Gallery

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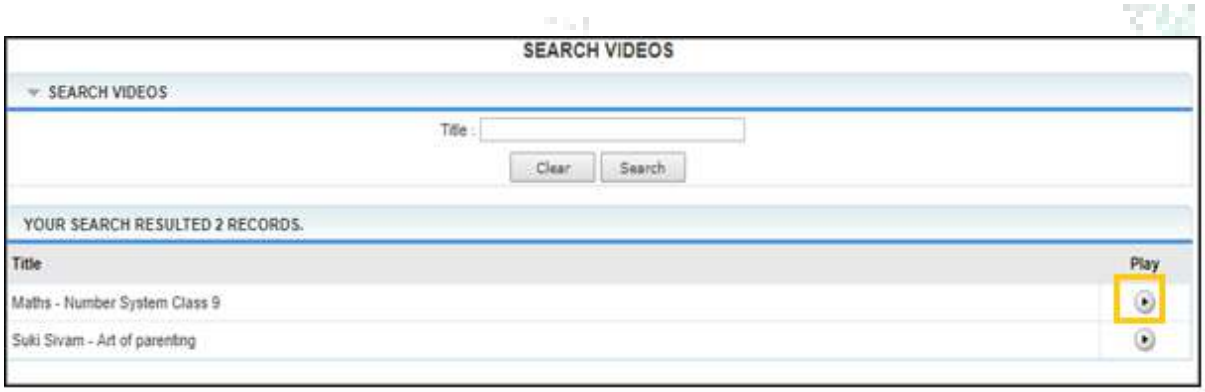
Description:

Under this module, Any YouTube uploaded videos by school such as Sports Day function or Annual Day function etc. can be embedded, so that, intended users can watch video without going to YouTube site. Videos can be created in Manage videos screen under admin module.

Navigate through **left Pane Video Gallery**

We get the list of videos uploaded by other users.

We can press the play button to view the video.



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Download Question Bank

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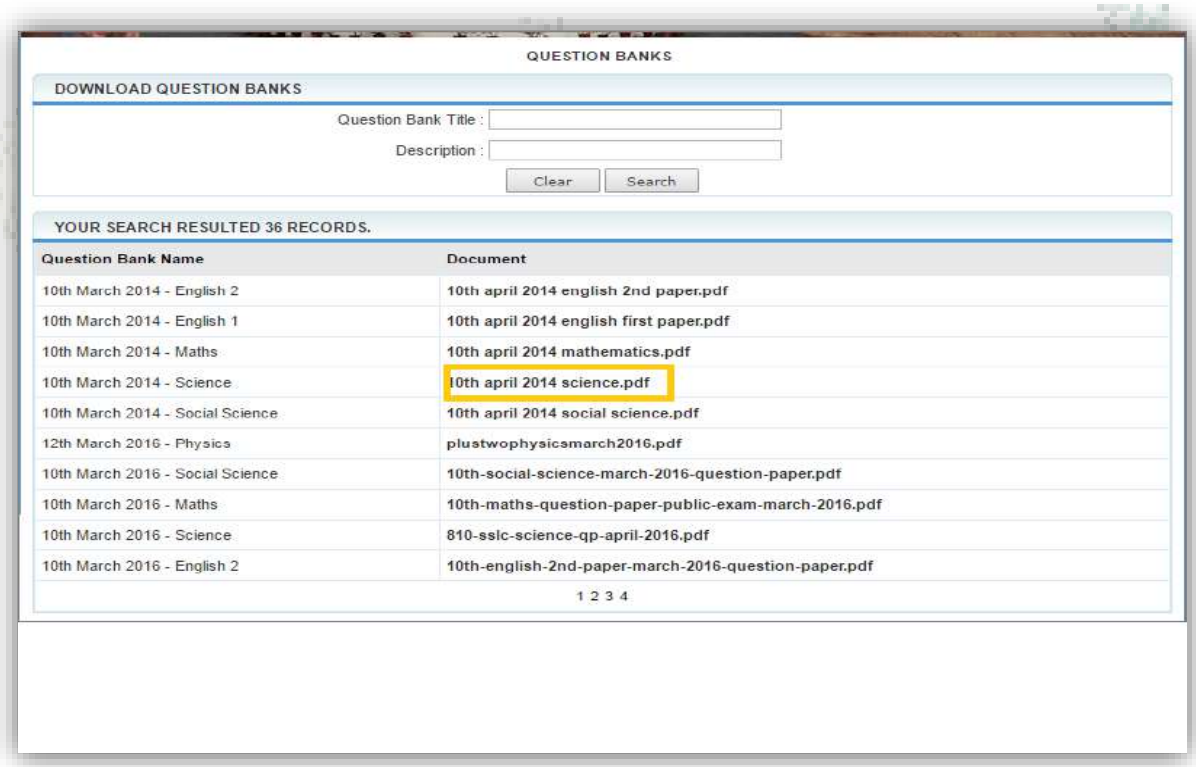
Description:

This module will have past year's question papers for their respective Subjects so that, students can refer these questions from anywhere, anytime. These question papers can be uploaded from "Post quest banks" screen under Admin module.

Navigate through **left Pane Download Question Bank**

We need to Select any Question Paper to download it.



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View Calendar

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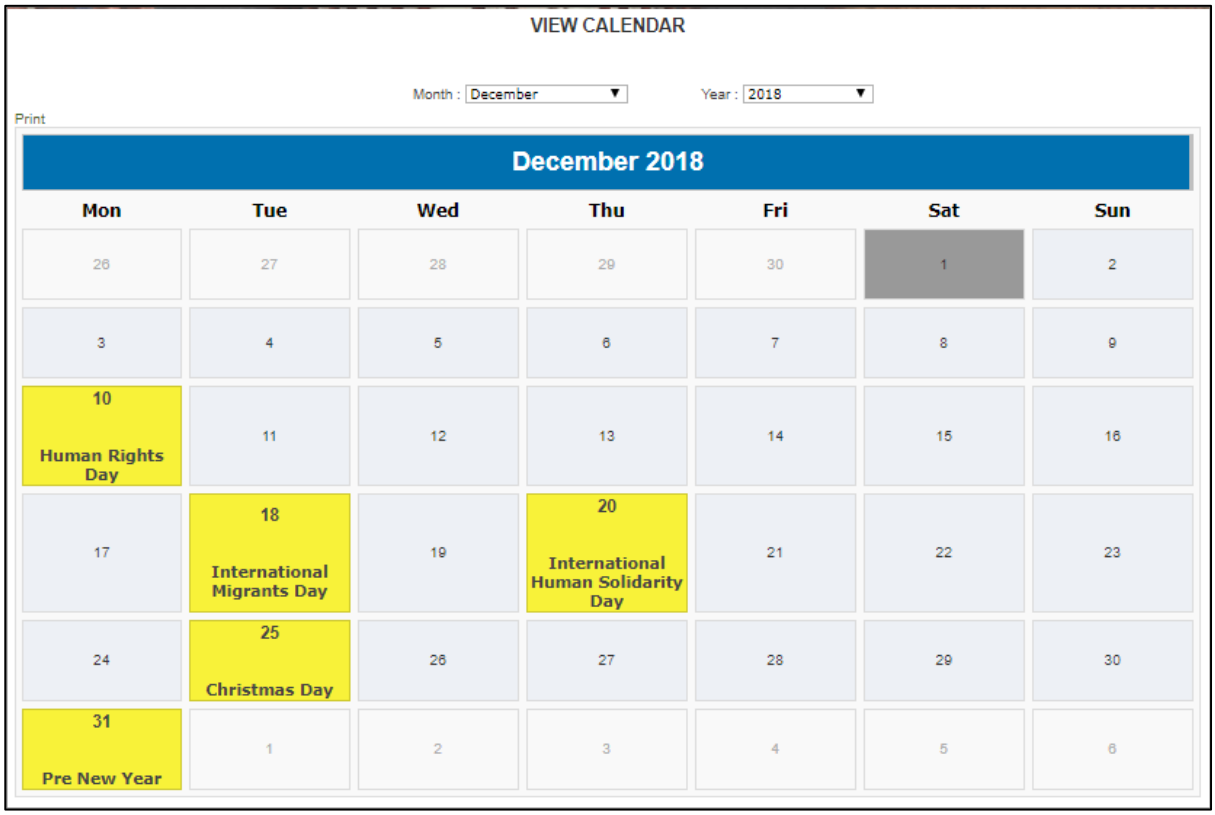
Description:

All upcoming events and schedules will be listed out here, even as a calendar of events for every month. These events can be created in Manage Calendar screen under Admin module.

Navigate through **left Pane View Calendar**



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Orientation

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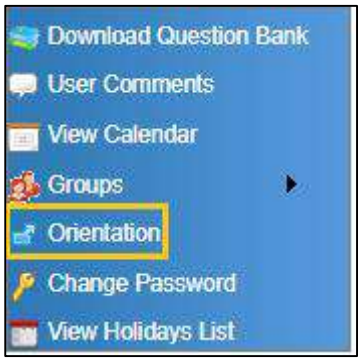
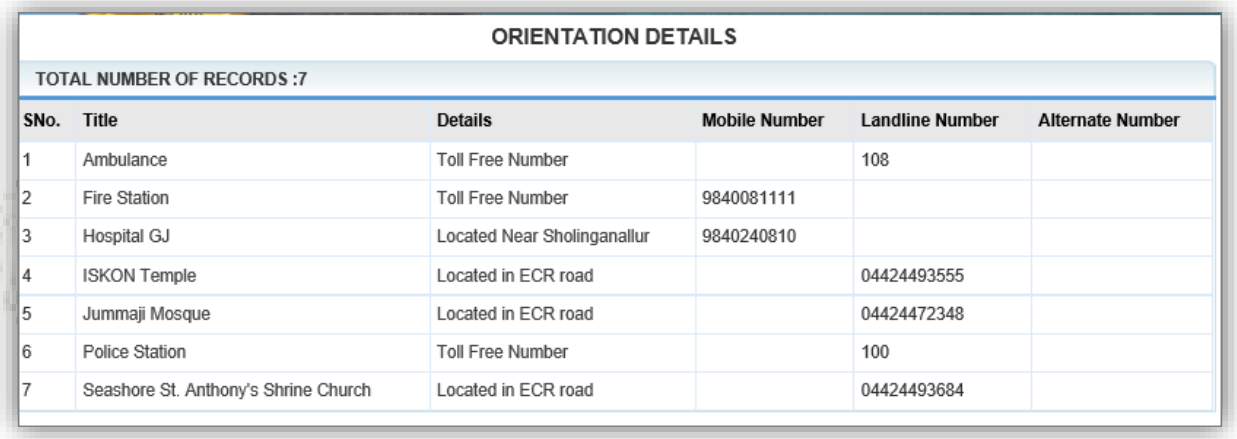
Description:

In this module, we will view the details of all the public no. s which is the most useful in our daily life.

These orientation details can be created under Manage orientation screen under Admin module.



Navigate through **left Pane Orientation**



ORIENTATION DETAILS

TOTAL NUMBER OF RECORDS :7

SNo.	Title	Details	Mobile Number	Landline Number	Alternate Number
1	Ambulance	Toll Free Number		108	
2	Fire Station	Toll Free Number	9840081111		
3	Hospital GJ	Located Near Sholinganallur	9840240810		
4	ISKON Temple	Located in ECR road		04424493555	
5	Jummaji Mosque	Located in ECR road		04424472348	
6	Police Station	Toll Free Number		100	
7	Seashore St. Anthony's Shrine Church	Located in ECR road		04424493684	

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View Holiday List

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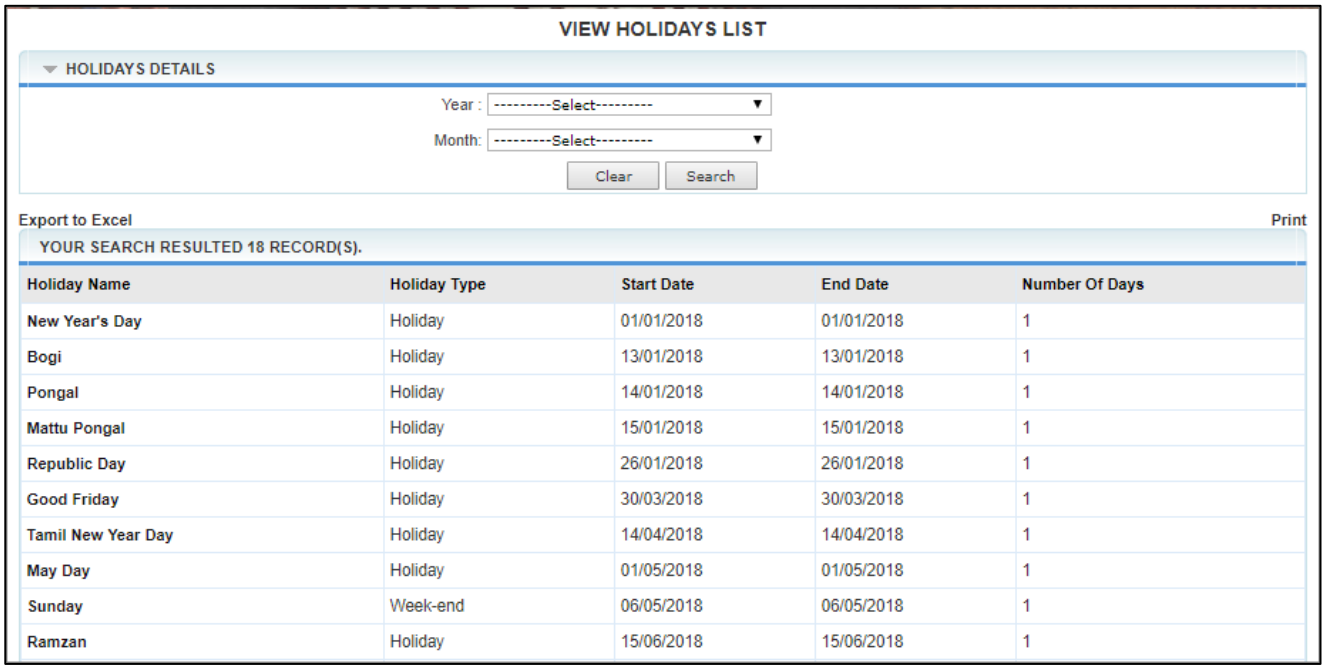
Description:

We can see the entire Holiday list of the current Academic Year. We can create these holiday list under “Manage holidays” screen under Admin module. Exceptional holidays for particular class can also be created.

Navigate through **left Pane View Holiday List**



Holiday Name	Holiday Type	Start Date	End Date	Number Of Days
New Year's Day	Holiday	01/01/2018	01/01/2018	1
Bogi	Holiday	13/01/2018	13/01/2018	1
Pongal	Holiday	14/01/2018	14/01/2018	1
Mattu Pongal	Holiday	15/01/2018	15/01/2018	1
Republic Day	Holiday	26/01/2018	26/01/2018	1
Good Friday	Holiday	30/03/2018	30/03/2018	1
Tamil New Year Day	Holiday	14/04/2018	14/04/2018	1
May Day	Holiday	01/05/2018	01/05/2018	1
Sunday	Week-end	06/05/2018	06/05/2018	1
Ramzan	Holiday	15/06/2018	15/06/2018	1

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Admin Profile

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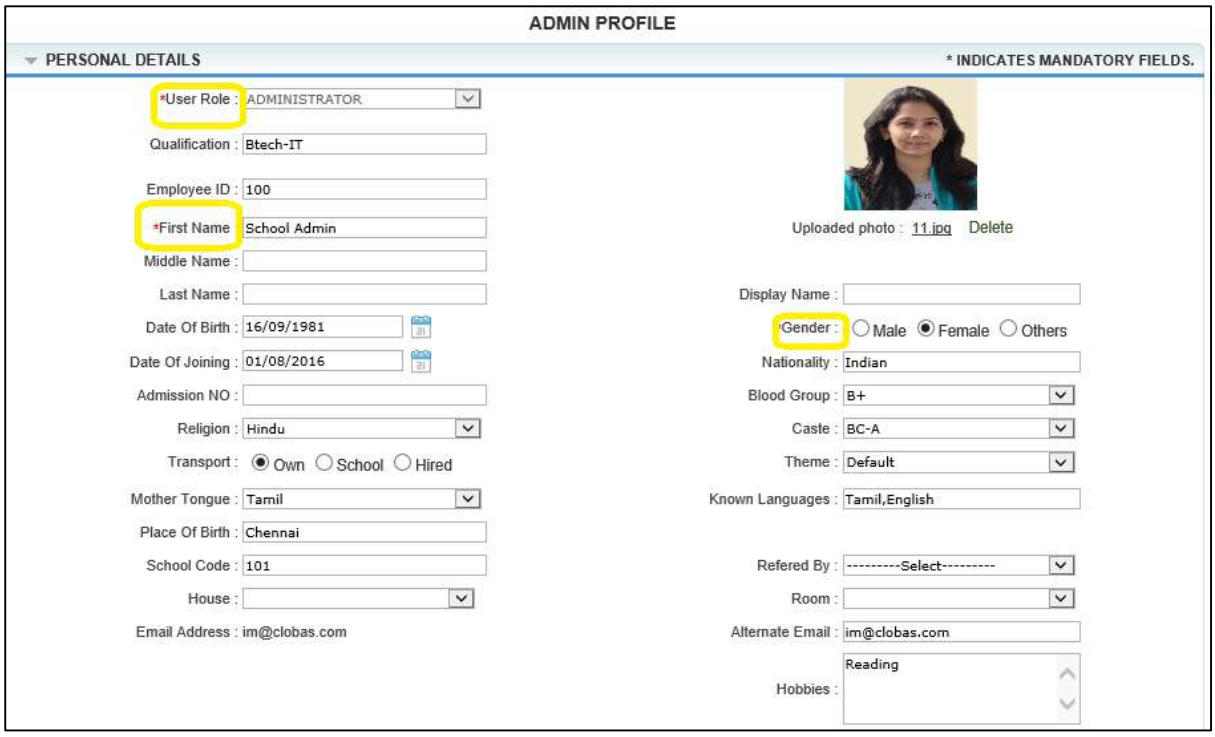
In this Module, Admin can View his Profile and edit his data.

Home Page → Admin Profile

Then it will display following window as follows:



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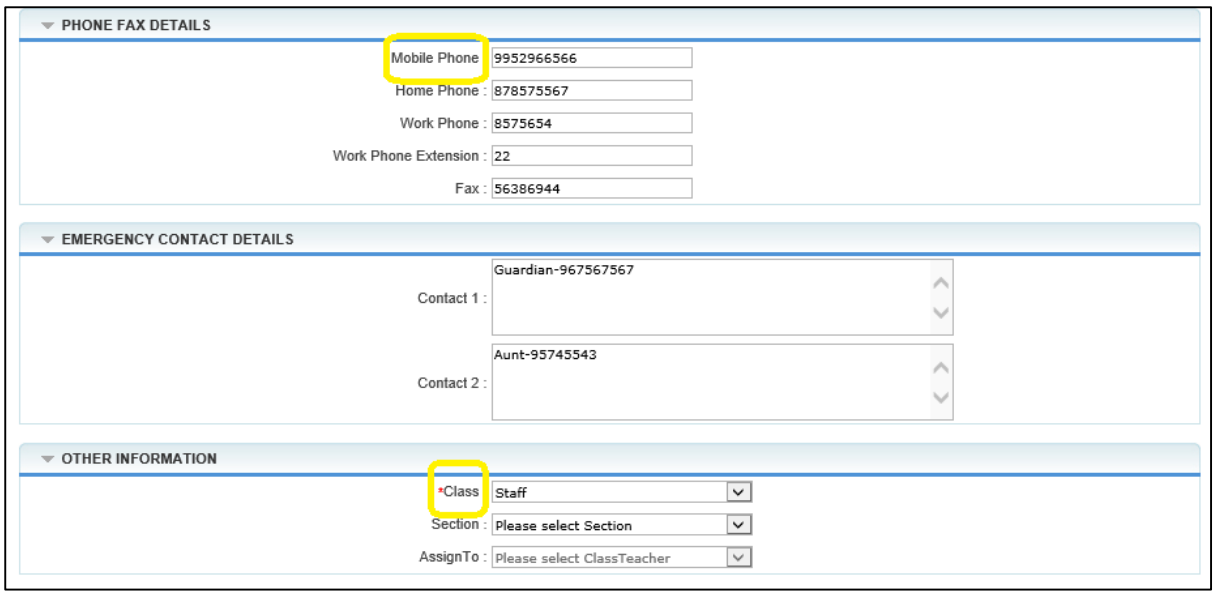
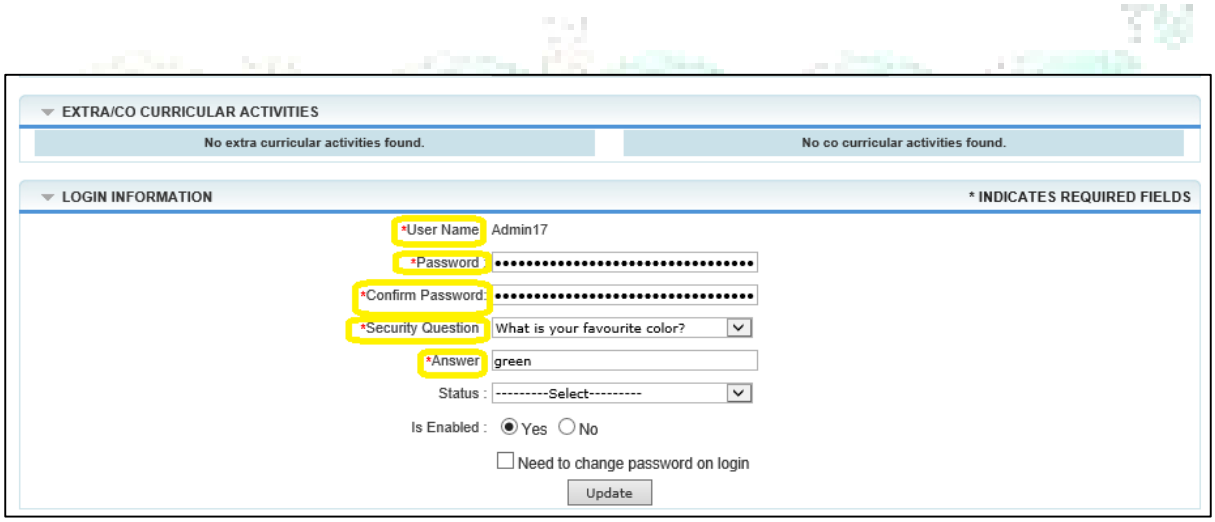


Note: Admin can be selected as Staff



Admin can Change the password on Admin Profile Page by filling details like Password, Confirm Password, Security Question and answer.

Click on Update after entering Mandatory details.

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User comments

In this Module Admin can Post comments about Users. All administrators and teachers can

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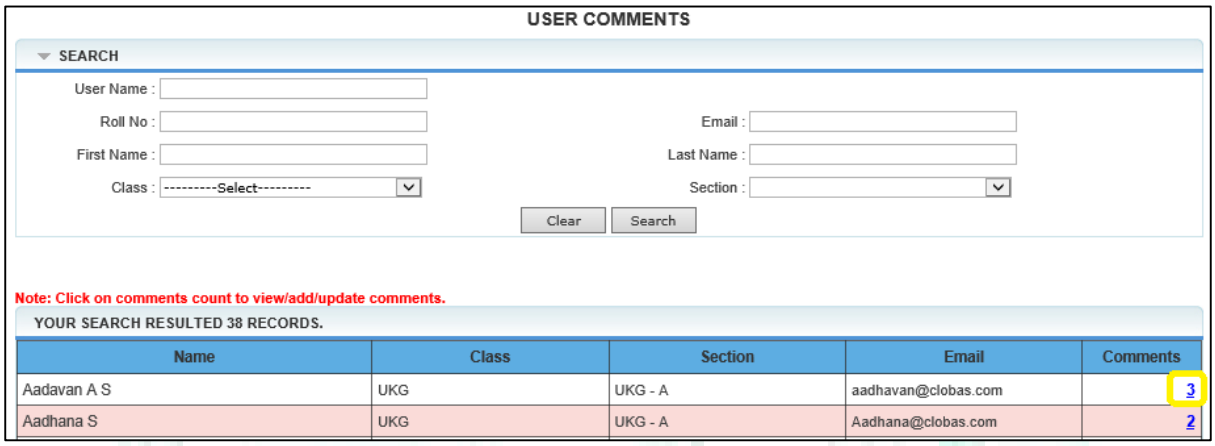
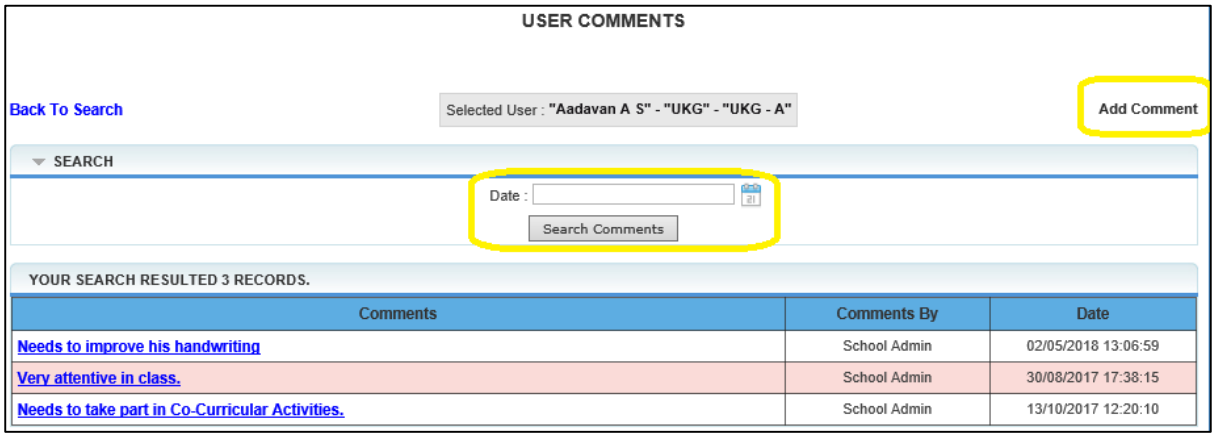
post comments about any student. These comments posted will be reflected in “View student profile” under Admin module for each student.

Homepage →User comments.

Then following screen will be displayed as Follows





Admin can select users by Clicking Comments on right side.

By Clicking Add Comment we can add comments.

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Groups

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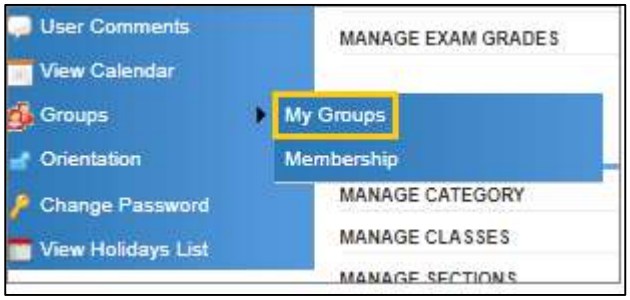
Groups is the module given for the administrator to create different groups with in the organisation to send messages through manage notices.

My Groups:

Navigate through left Pane select **Groups > my groups**

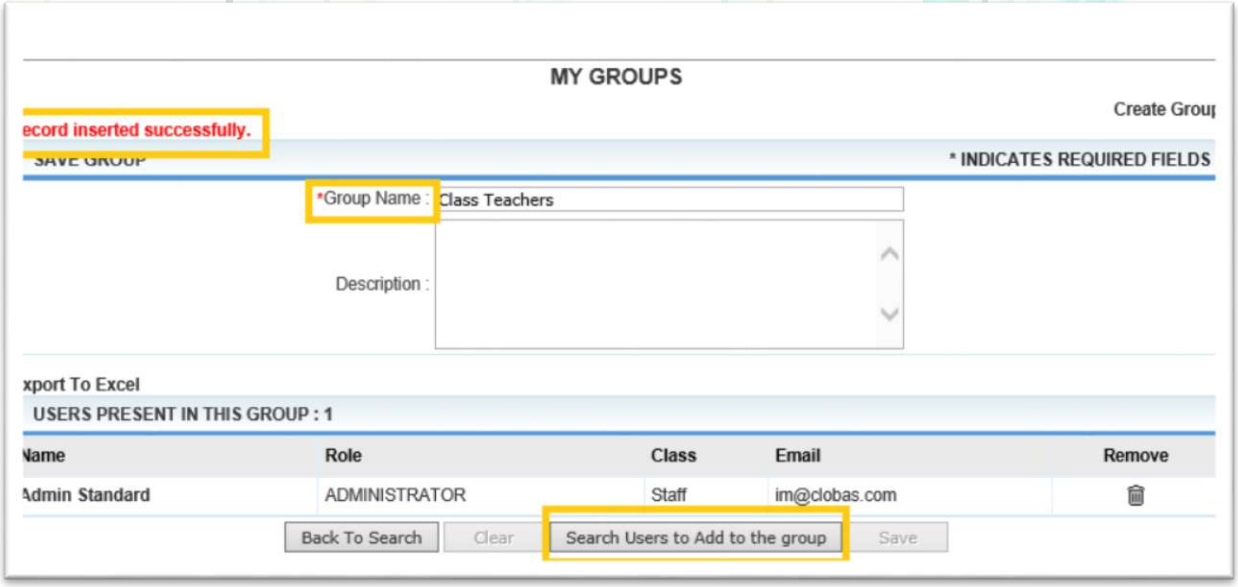


Click on **create group**. Enter the **Group name** in **Group name** Field.

Then click on **save** button.

You can receive the message as **record inserted successfully**. (as shown in below screen)

Click on **search users and add to the group** button.



Select **Role, Class** using the search criteria.

Select the users and click on **add users to group** as shown in the below screen.

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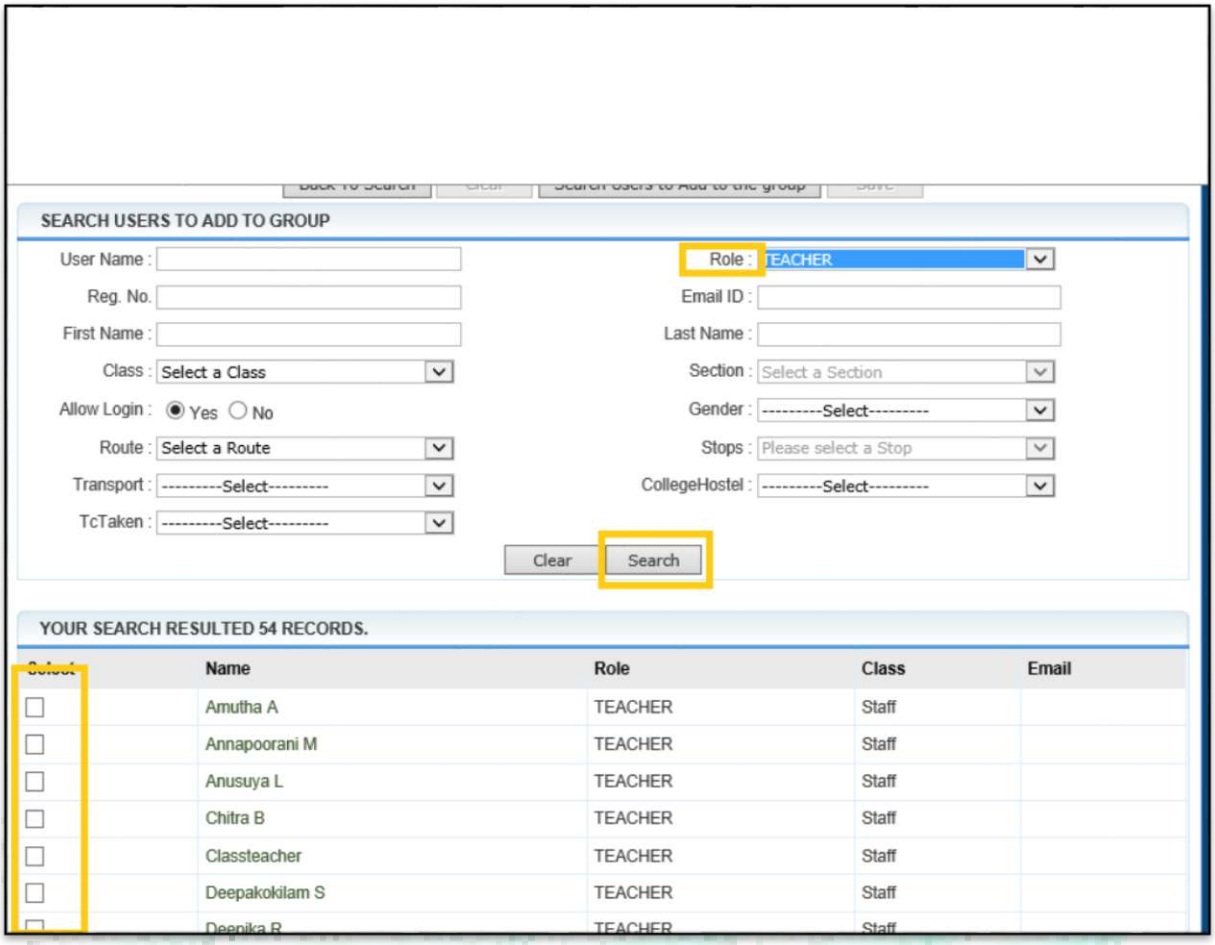

Note: Groups can also be updated. From the above screenshot, I have created group name as –HODs.

If would like to rename kindly rename it as per your requirement and click on Update

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Orientation

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In this module, we will view the details of all the public no. s which is the most useful in our daily life.

Navigate through Left Pane **Home Page > Orientation.**

Note: ***Refer School Info Documentation.***

2. Home page → Orientation

Then it will display following window as follows:

ORIENTATION DETAILS

TOTAL NUMBER OF RECORDS :7

SNo.	Title	Details	Mobile Number	Landline Number	Alternate Number
1	Ambulance	Toll Free Number		108	
2	Fire Station	Toll Free Number	9840081111		
3	Hospital GJ	Located Near Sholinganallur	9840240810		
4	ISKON Temple	Located in ECR road		04424493555	
5	Jummaji Mosque	Located in ECR road		04424472348	
6	Police Station	Toll Free Number		100	
7	Seashore St. Anthony's Shrine Church	Located in ECR road		04424493684	

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Results Report

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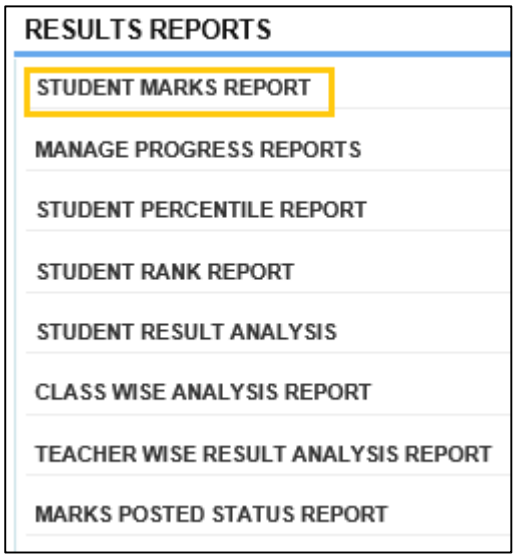
Reports give the summary about the results, attendance, Fee etc.

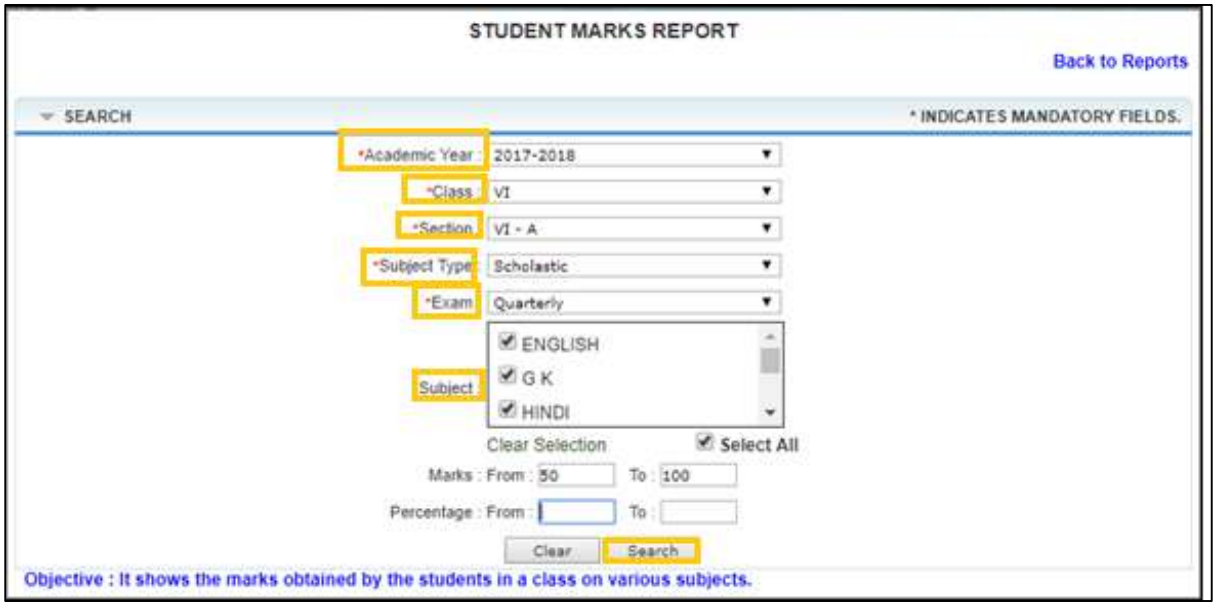
These are displayed the reports for marks of students.



Reports→Results Reports→Student Marks Report.

Student Marks Report

It displays the marks obtained by all students in a particular exam. Select Academic Year, Class and Section. By Default, the subject type will be displayed for Scholastic Subjects. We can select Co-Scholastic in the dropdown. Select a particular Exams to view the various marks obtained by the students for the selected subject. We can also have limitation to search within a particular mark or percentage. After selecting the above criteria click on search button.



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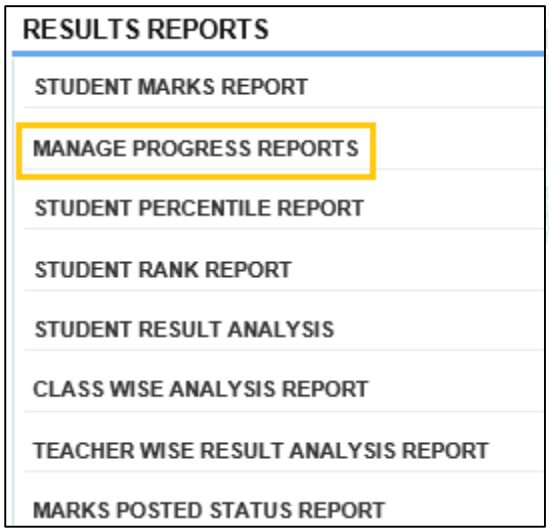
Export To Excel Print

YOUR SEARCH RESULTED 12 RECORDS.

STUDENT NAME	SECTION	G K (100)	HINDI (100)	MATHS (100)	SCIENCE (100)
Aadhya Anup	VI - A	85		97	
Chinmay Parameshwarappa	VI - A	96		93	
Deepthi Hegde Shanthiram	VI - A	97		85	
Disha Ajay	VI - A	74		68	
Gurudev Nagarajaiah	VI - A	98		74	
Harsha Rudresh	VI - A	74		78	
Niharika Girish	VI - A	78	88	99	
Pavan Budhivanthara Sangappa	VI - A	89	96	87	
Ruby Mallikarjun	VI - A	87	71	75	
Sanjana Suresh	VI - A	65	45	65	
Shashwath Sudhakar Shetty	VI - A	85	87	87	

Manage Progress Reports:

We can create progress report in this section for all exams. After entering all subject marks of the exam, we just need to enter the Teacher and Principals comment in it.In Post Results Page Published marks will get reflected in Progress report page.



Reports→Results Reports→Manage Progress Report.

Select class, section and exam for which report card has to be generated.

Click on search button and we will get the list of students.

Enter the teacher and principal comment and click on save and generate Progress Card.

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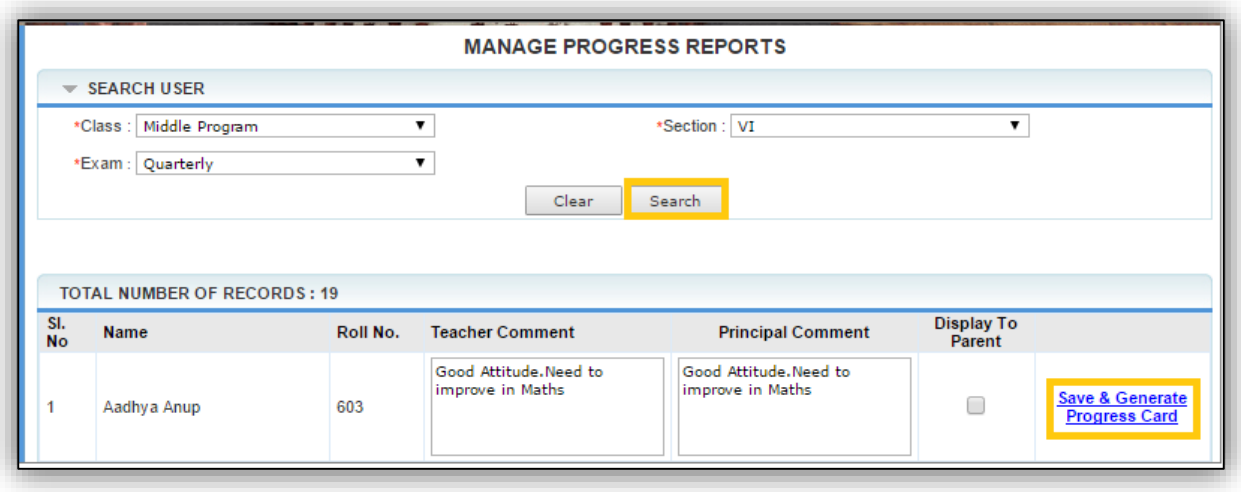
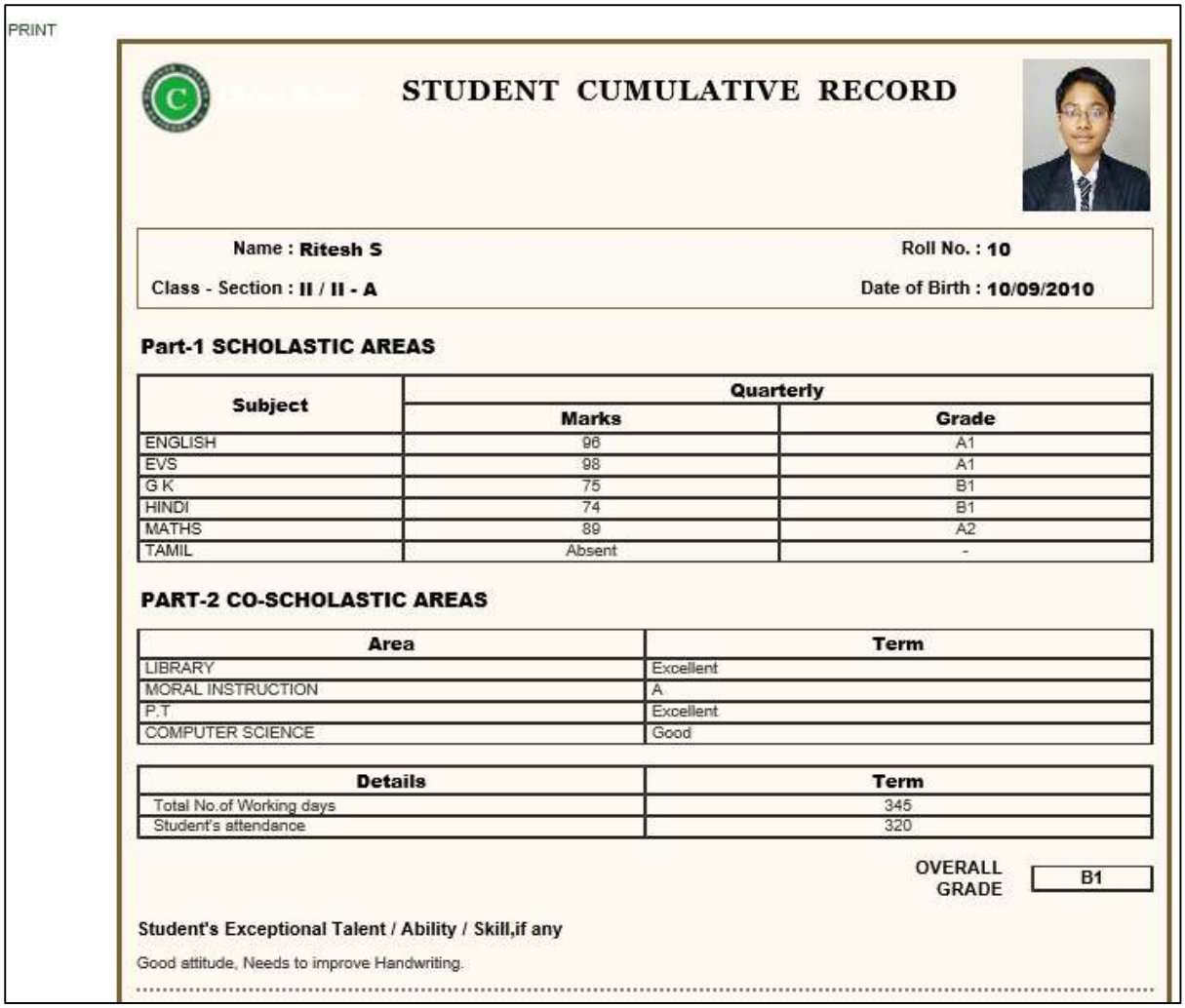


We can view and also take a printout of the report card as below.



PRINT

STUDENT CUMULATIVE RECORD

Name : **Ritesh S** Roll No. : **10**

Class - Section : **II / II - A** Date of Birth : **10/09/2010**

Part-1 SCHOLASTIC AREAS

Subject	Quarterly	
	Marks	Grade
ENGLISH	96	A1
EVS	98	A1
G K	75	B1
HINDI	74	B1
MATHS	89	A2
TAMIL	Absent	-

PART-2 CO-SCHOLASTIC AREAS

Area	Term
LIBRARY	Excellent
MORAL INSTRUCTION	A
P.T	Excellent
COMPUTER SCIENCE	Good

Details	Term
Total No.of Working days	345
Student's attendance	320

OVERALL GRADE B1

Student's Exceptional Talent / Ability / Skill,if any

Good attitude, Needs to improve Handwriting.

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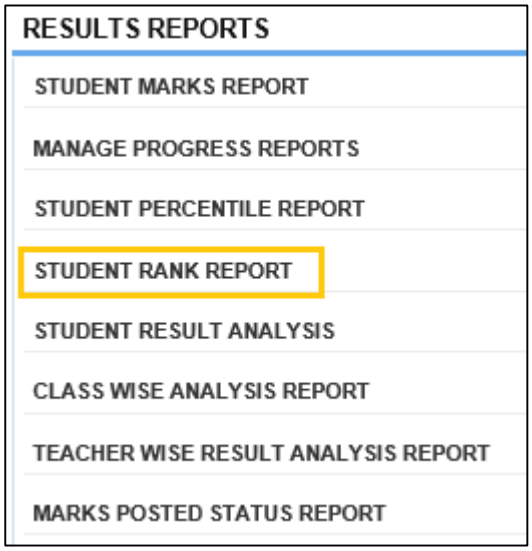
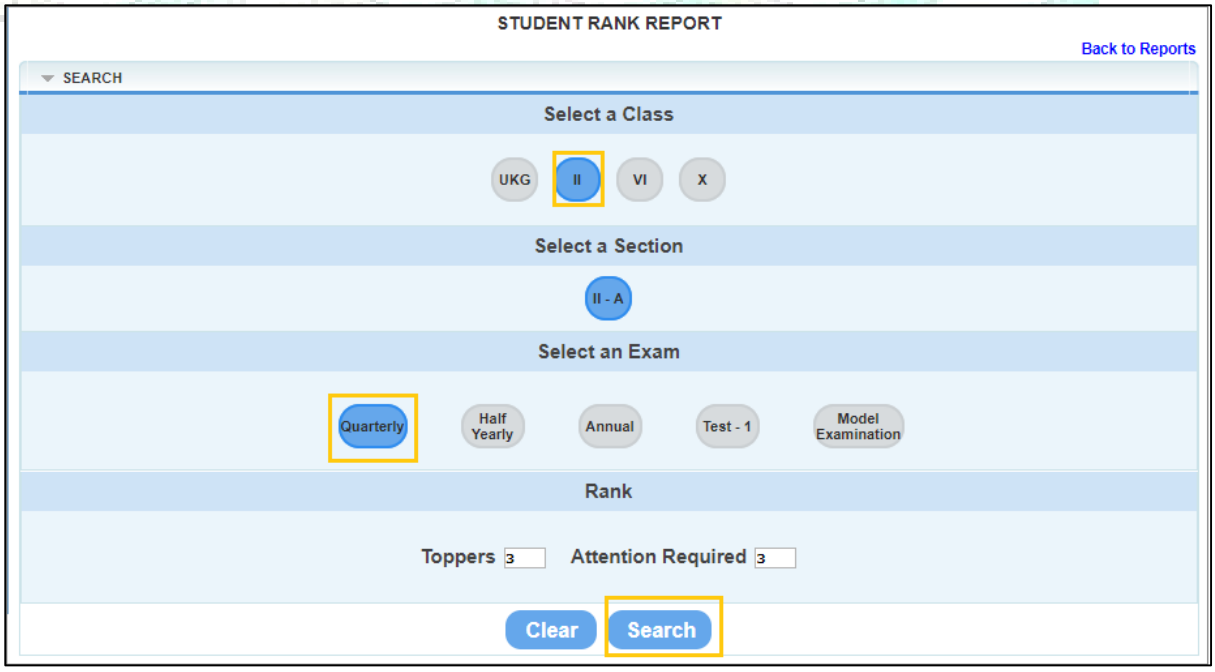
Student Rank Report

It displays the results of a particular exam with respective to top and bottom rank holders of each exam. Select Class, Section, Exam, number of toppers and number of students in attention required. After selecting the above criteria click on search button.



Reports→Results Reports→Student Rank Report.



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TOP PERFORMER

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YOUR SEARCH RESULTED 3 RECORDS.

Name	Class	Section	Secured Marks	Total	Percentage	Rank
Advaith Chandreshekar	II	II - A	444	500	88.80	1
Ritesh S	II	II - A	432	500	86.40	2
Srijana Sanjay	II	II - A	422	500	84.40	3

ATTENTION REQUIRED

Export To Excel Print

YOUR SEARCH RESULTED 3 RECORDS.

Name	Class	Section	Secured Marks	Total	Percentage	Rank
Srujan Rudresh	II	II - A	510	2500	20.40	-
Sukhen Arun	II	II - A	735	2500	29.40	-
Smitha Ramesh	II	II - A	528	1000	52.80	-

Student Percentile Report:

It displays the marks obtained by all students in a particular exam within a particular percentile. Select Class, Section and Report Type. Report Type can be Subject wise or overall. Select a particular Exams to view the various marks obtained by the students for the selected subject. We can also have limitation to search within a particular mark or percentage. After selecting the above criteria click on search button.

RESULTS REPORTS

- STUDENT MARKS REPORT
- MANAGE PROGRESS REPORTS
- STUDENT PERCENTILE REPORT
- STUDENT RANK REPORT
- STUDENT RESULT ANALYSIS
- CLASS WISE ANALYSIS REPORT
- TEACHER WISE RESULT ANALYSIS REPORT
- MARKS POSTED STATUS REPORT

Reports→Results Reports→Student Percentile Report.

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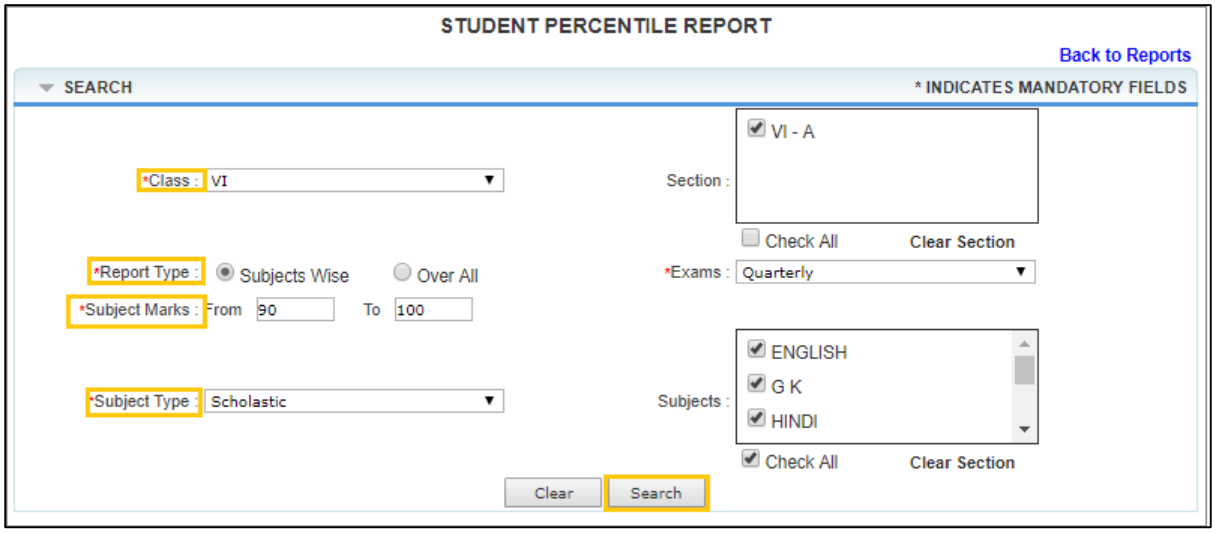
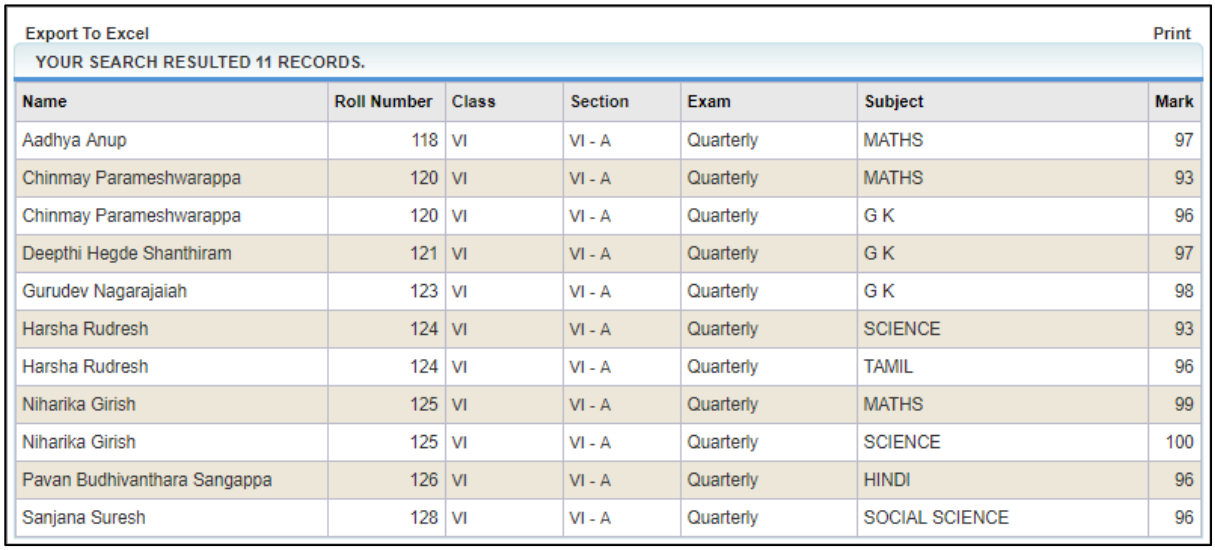
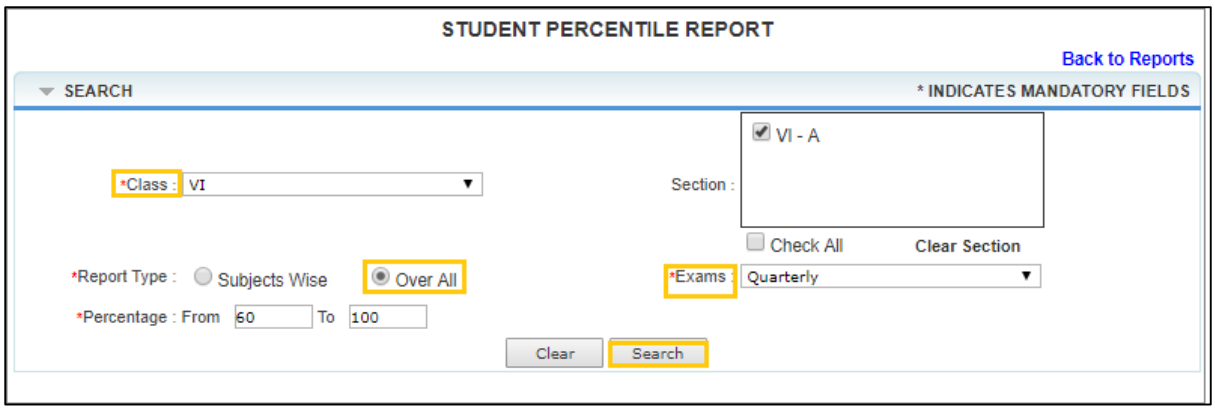




Export To Excel Print

YOUR SEARCH RESULTED 11 RECORDS.

Name	Roll Number	Class	Section	Exam	Subject	Mark
Aadhya Anup	118	VI	VI - A	Quarterly	MATHS	97
Chinmay Parameshwarappa	120	VI	VI - A	Quarterly	MATHS	93
Chinmay Parameshwarappa	120	VI	VI - A	Quarterly	G K	96
Deepthi Hegde Shanthiram	121	VI	VI - A	Quarterly	G K	97
Gurudev Nagarajaiah	123	VI	VI - A	Quarterly	G K	98
Harsha Rudresh	124	VI	VI - A	Quarterly	SCIENCE	93
Harsha Rudresh	124	VI	VI - A	Quarterly	TAMIL	96
Niharika Girish	125	VI	VI - A	Quarterly	MATHS	99
Niharika Girish	125	VI	VI - A	Quarterly	SCIENCE	100
Pavan Budhivanthara Sangappa	126	VI	VI - A	Quarterly	HINDI	96
Sanjana Suresh	128	VI	VI - A	Quarterly	SOCIAL SCIENCE	96



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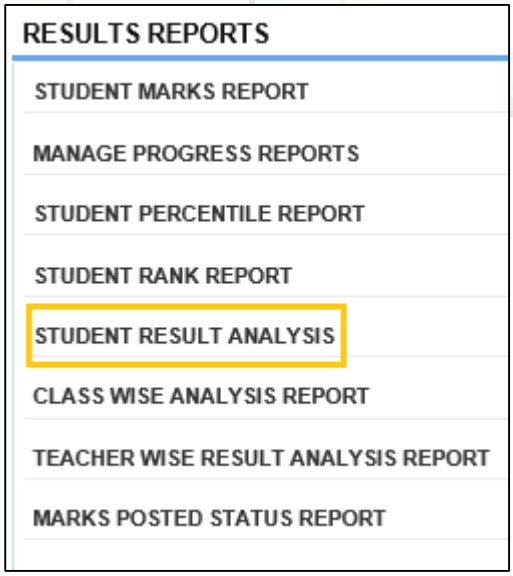
Export To Excel Print

YOUR SEARCH RESULTED 10 RECORDS.

Name	Roll Number	Class	Section	Exam	Secured Marks	Total	Percentage
Aadhya Anup	118	VI	VI - A	Quarterly	442	600	73.67
Deepthi Hegde Shanthiram	121	VI	VI - A	Quarterly	441	600	73.50
Disha Ajay	122	VI	VI - A	Quarterly	387	600	64.50
Gurudev Nagarajaiah	123	VI	VI - A	Quarterly	364	600	60.67
Harsha Rudresh	124	VI	VI - A	Quarterly	426	600	71.00
Niharika Girish	125	VI	VI - A	Quarterly	409	600	68.17
Pavan Budhivanthara Sangappa	126	VI	VI - A	Quarterly	435	600	72.50
Ruby Mallikarjun	127	VI	VI - A	Quarterly	406	600	67.67
Shashwath Sudhakar Shetty	129	VI	VI - A	Quarterly	417	600	69.50
Shivangi Mahesh	130	VI	VI - A	Quarterly	370	600	61.67

Student Result Analysis:

It displays a graphical and tabular representation of the student's performance in all subjects. Select Class, Section and a student. By Default, the subject type will be displayed for Scholastic Subjects. We can select Co-Scholastic in the dropdown. Select the Exams to view the various marks obtained by the student for all subjects. We can convert the total marks to any scale accordingly (Example: We can convert 100 to 50 Marks). We can choose to view the result type graphically or Tabular or Both. After selecting the above criteria click on search button.



Reports→Results Reports→Student Result Analysis.

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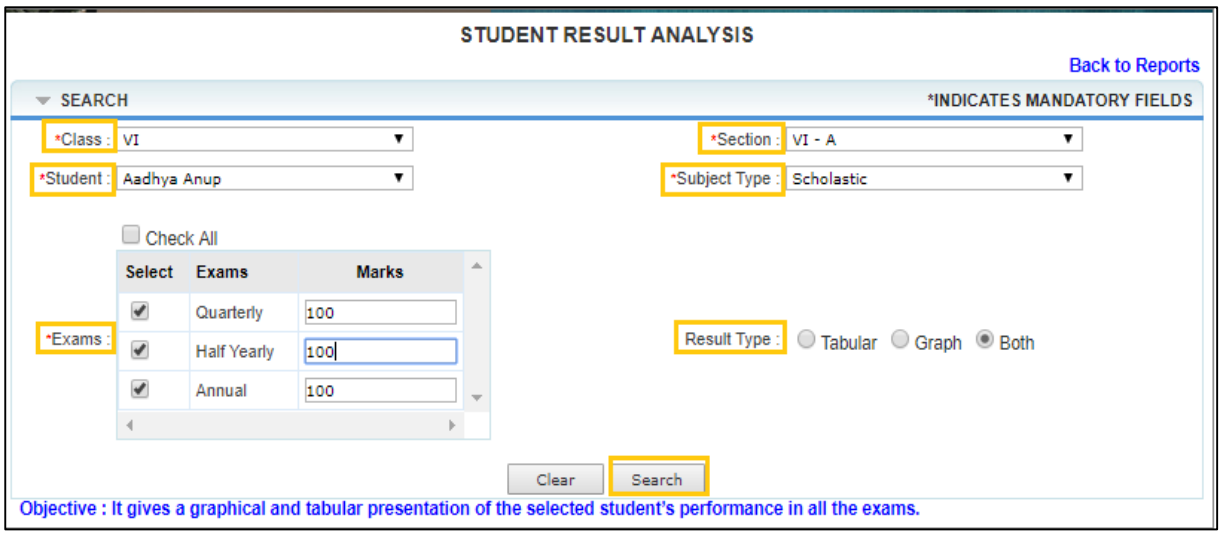

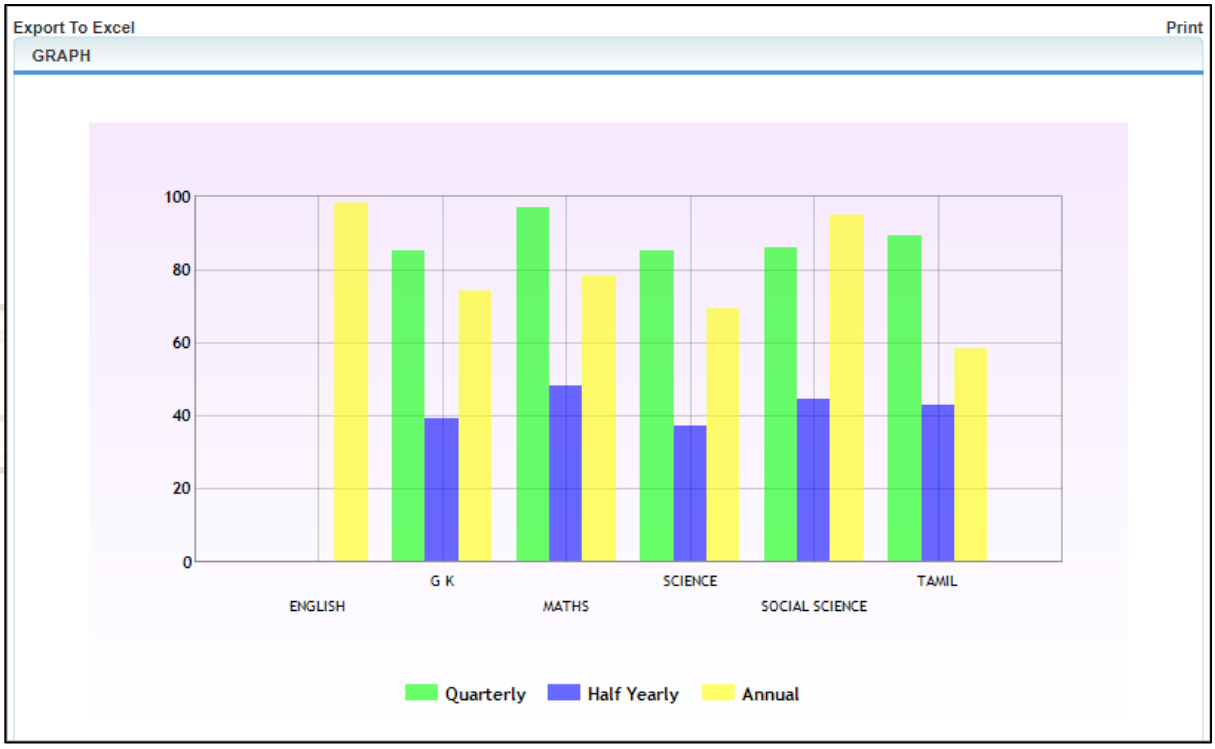

Export To Excel Print

TABULAR

Subject	Quarterly	Half Yearly	Annual
ENGLISH			98.00
G K	85.00	39.00	74.00
MATHS	97.00	48.00	78.00
SCIENCE	85.00	37.00	69.00
SOCIAL SCIENCE	86.00	44.50	95.00
TAMIL	89.00	42.50	58.00
Total	**442.00**	**211.00**	**472.00**

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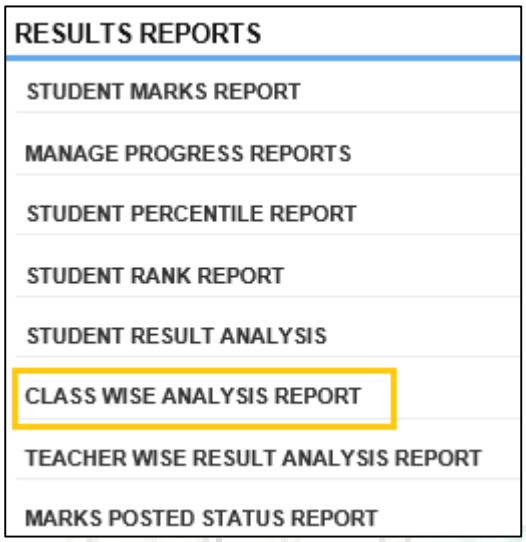
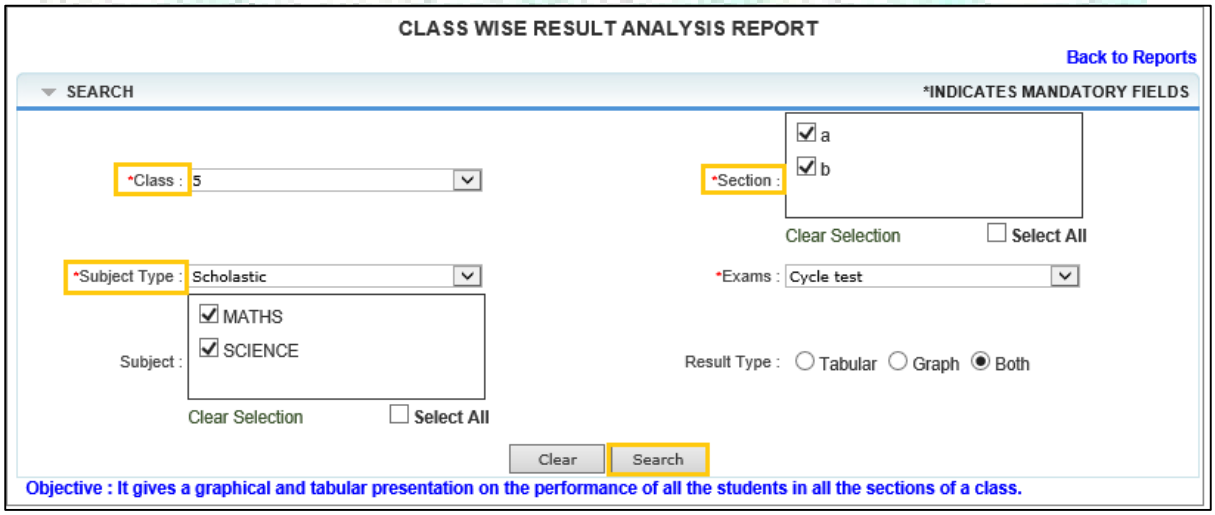
Class wise Analysis Report:

It displays a graphical and tabular representation on the performance of all the students in all the sections of a class. Select Class, Section and an exam. By Default, the subject type will be displayed for Scholastic Subjects. We can select Co-Scholastic in the dropdown. We can select the subjects from the list to compare. We can choose to view the result type graphically or Tabular or Both. After selecting the above criteria click on search button.



Reports→Results Reports→Class Wise Analysis Report.



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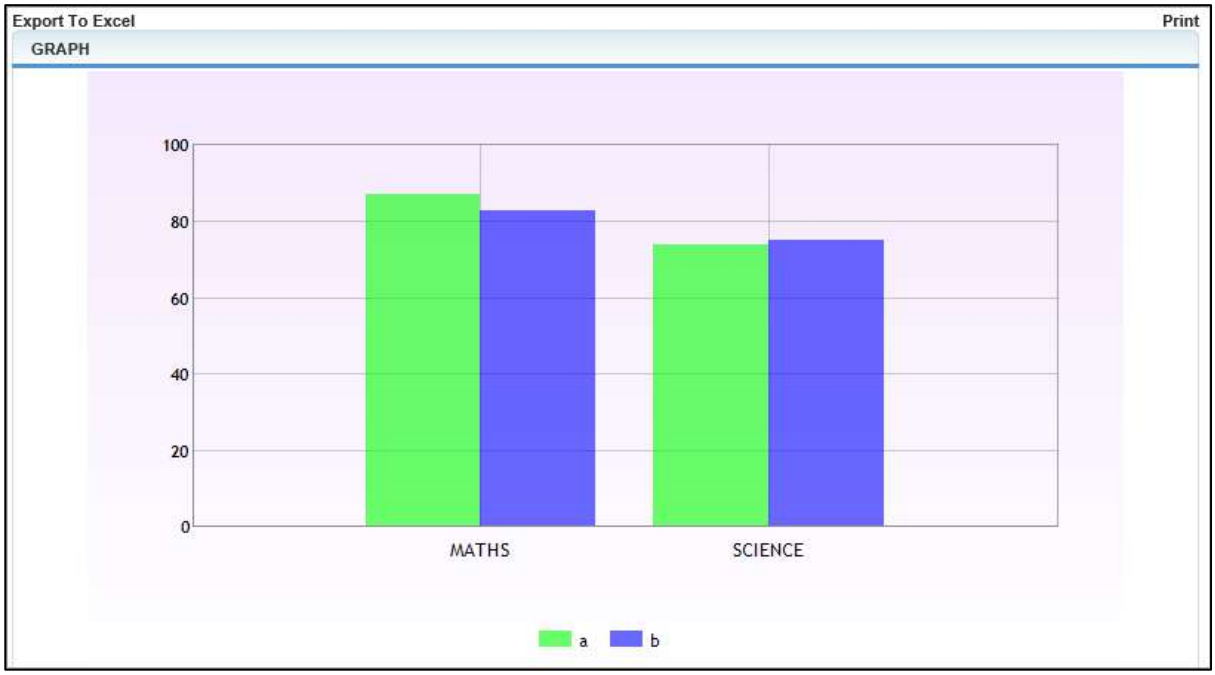

Export To Excel Print

TABULAR

Subject	VI - A
G K	82.17
HINDI	76.83
MATHS	82.25
SCIENCE	76.58
SOCIAL SCIENCE	74.25
TAMIL	83.00
Average	79.18

Teacher Wise Result Analysis Report:

It displays a graphical and tabular representation on the performance of a teacher in all the classes. Select Teacher and exams. We can choose to view the result type graphically or Tabular or Both. After selecting the above criteria click on search button.

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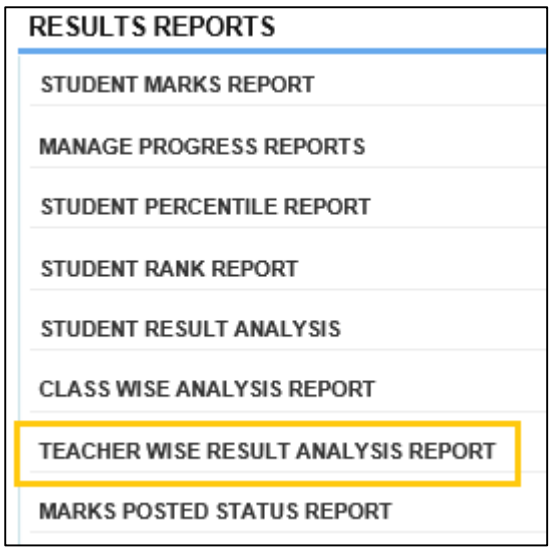
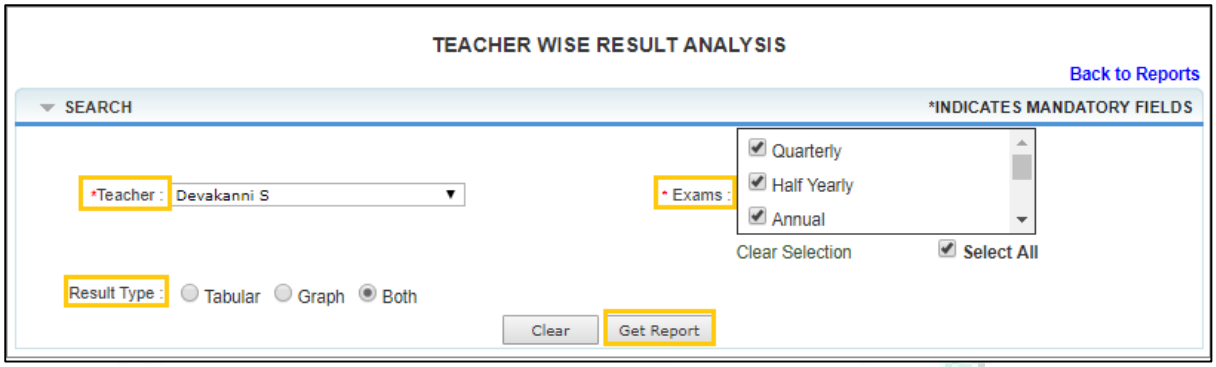
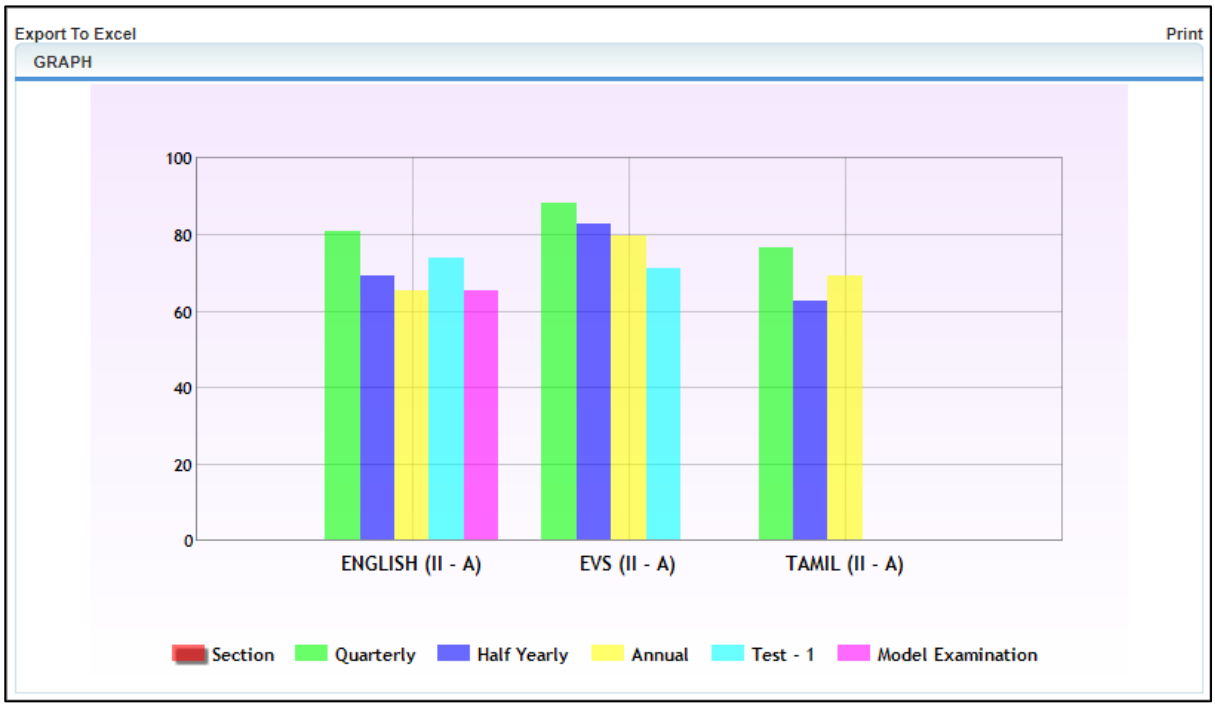


Reports→Results Reports→ Teacher Wise Result Analysis Report.





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Export To Excel Print

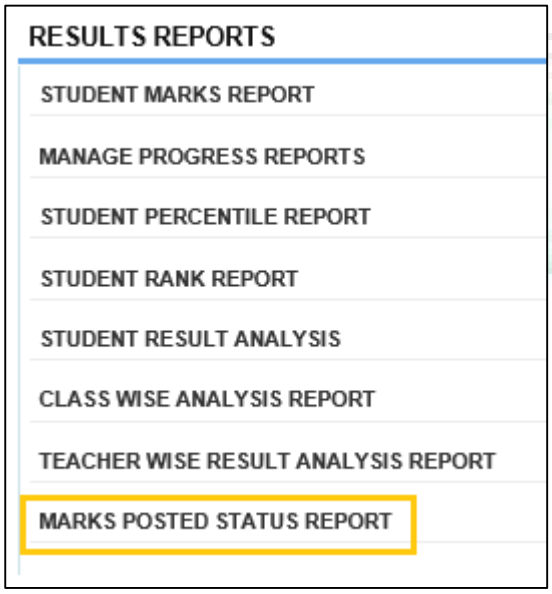
TABULAR

Subject	Quarterly	Half Yearly	Annual	Test - 1	Model Examinat
ENGLISH (II - A)	80.83	69.25	65.25	73.83	6
EVS (II - A)	88.25	82.92	79.58	71.17	
TAMIL (II - A)	76.50	62.75	69.00	0.00	

Marks posted Status Report

It displays which teacher or admin has posted the results for the respective subjects.

Select Academic Year, Class and Section. By Default, the subject type will be displayed for Scholastic Subjects. We can select Co-Scholastic in the dropdown. Select the required Exams and Subject to check the Marks posted status. After selecting the above criteria click on search button.



Reports→Results Reports→Marks Posted Status Report.

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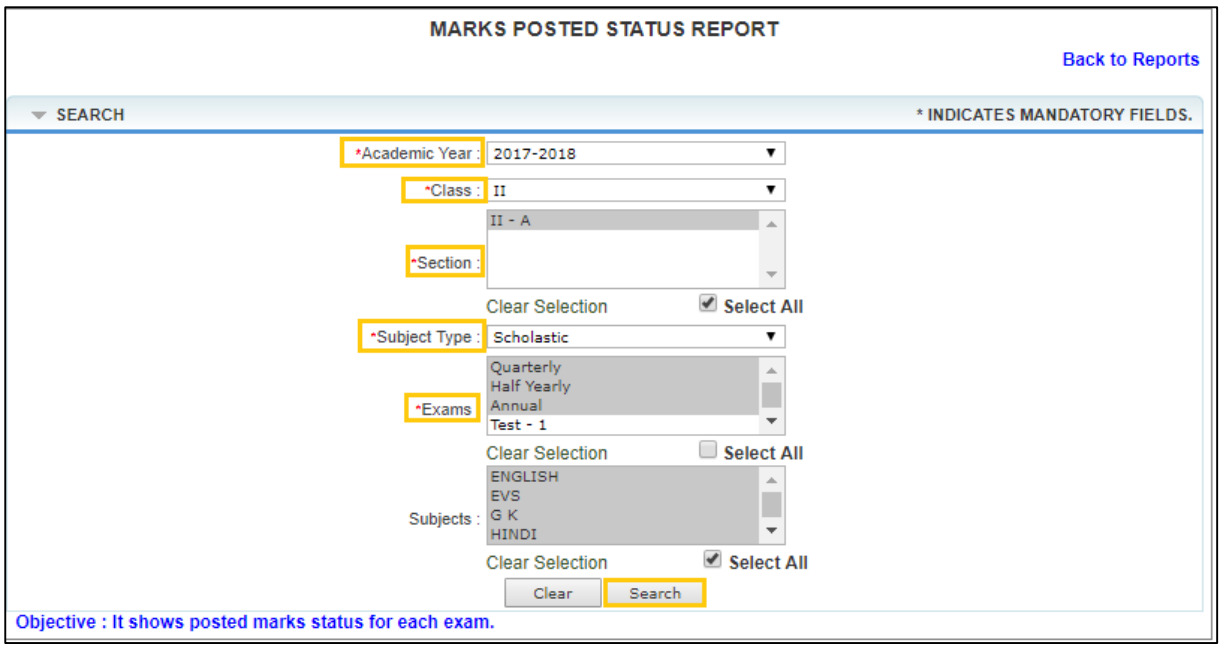

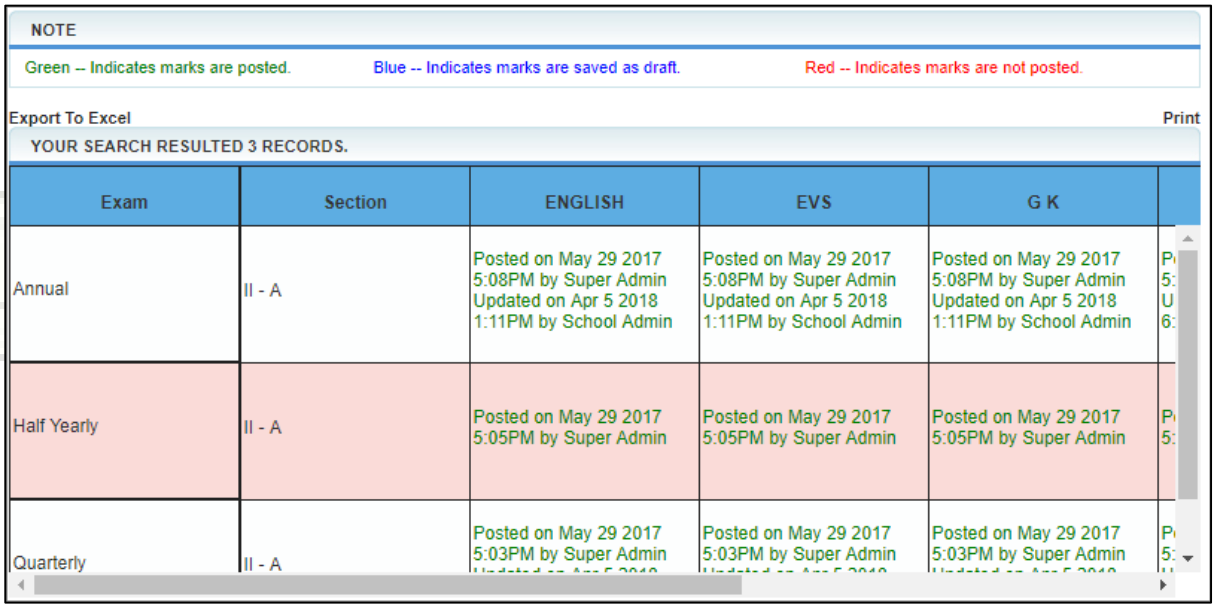

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Attendance Report

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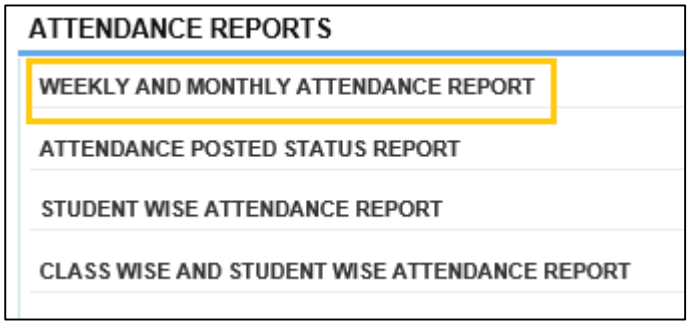
To view reports related to attendance, **Navigate through left pane**, **Click on Reports**,

The below screen will be displayed with all types of reports, along with list of **Attendance Reports** as below,

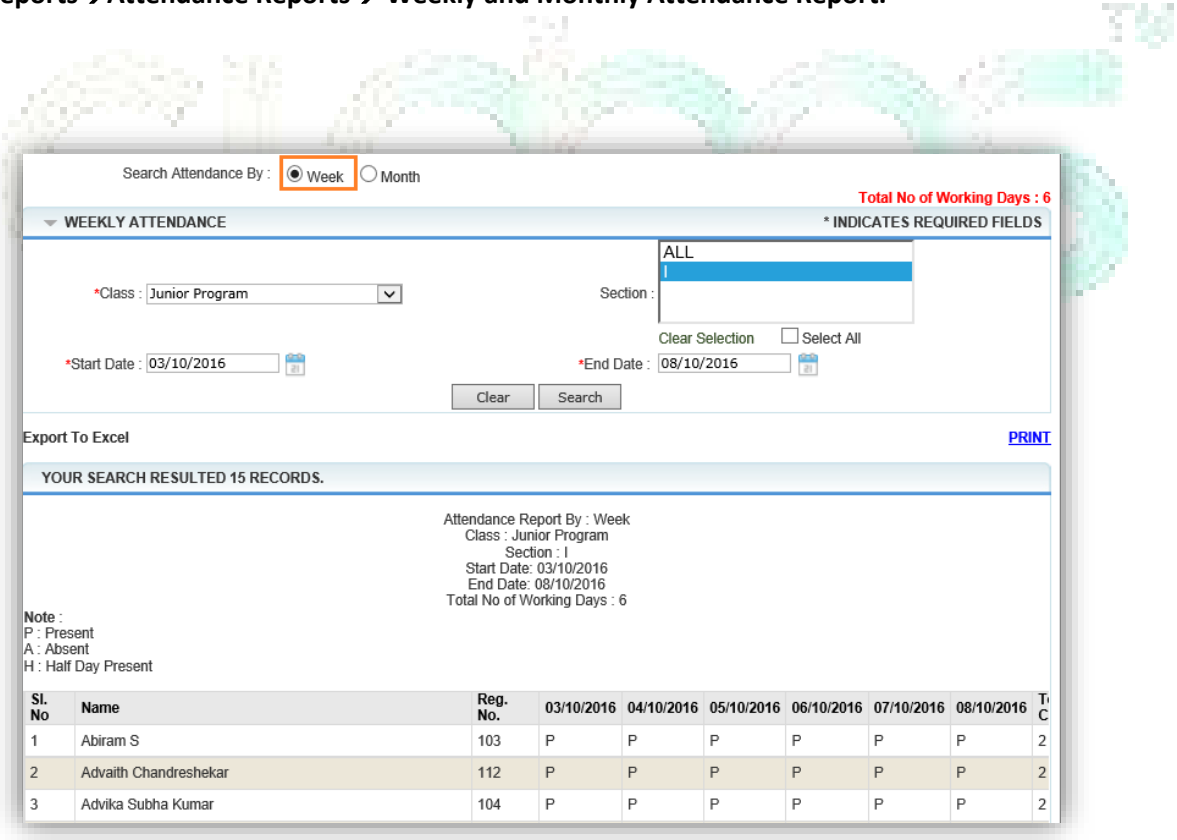
All the listed reports will provide us the reports related to attendance accordingly.

Weekly and Monthly Attendance Report

Attendance for individual student can be checked for each week and month.



Reports→Attendance Reports→ Weekly and Monthly Attendance Report.



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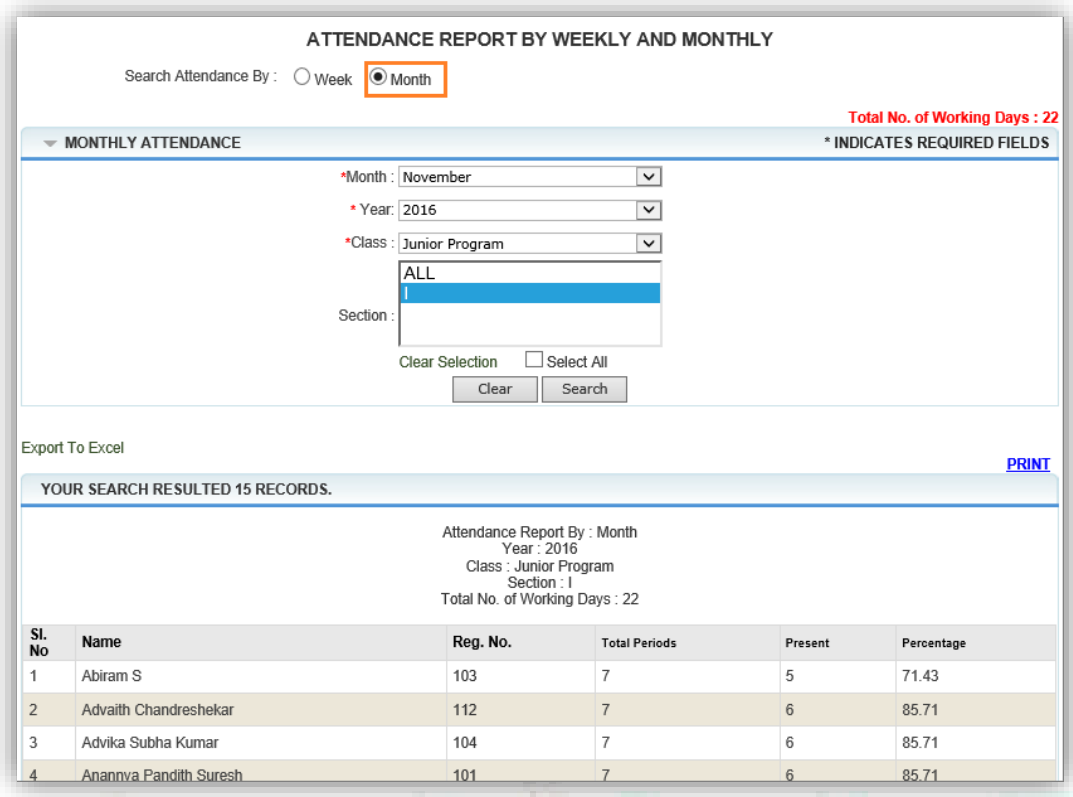
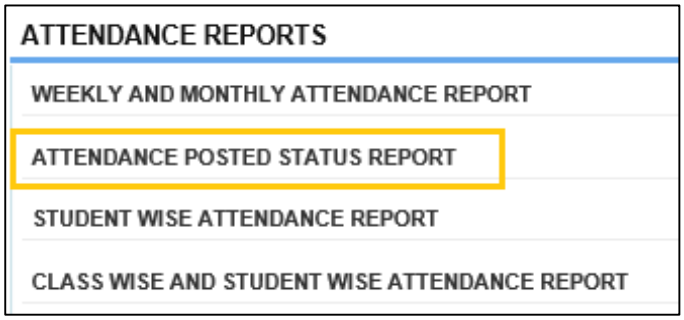


Sl. No	Name	Reg. No.	Total Periods	Present	Percentage
1	Abiram S	103	7	5	71.43
2	Advaith Chandreshekar	112	7	6	85.71
3	Advika Subha Kumar	104	7	6	85.71
4	Anannya Pandith Suresh	101	7	6	85.71

Attendance Posted Status Report

We can check which faculty or admin has posted attendance for the particular class. To show the posted attendance status for each class and it displays details like Who posted Attendance, Attendance Taken Time and Attendance Taken Date.



Reports→Attendance Reports→ Attendance Posted Status Report.

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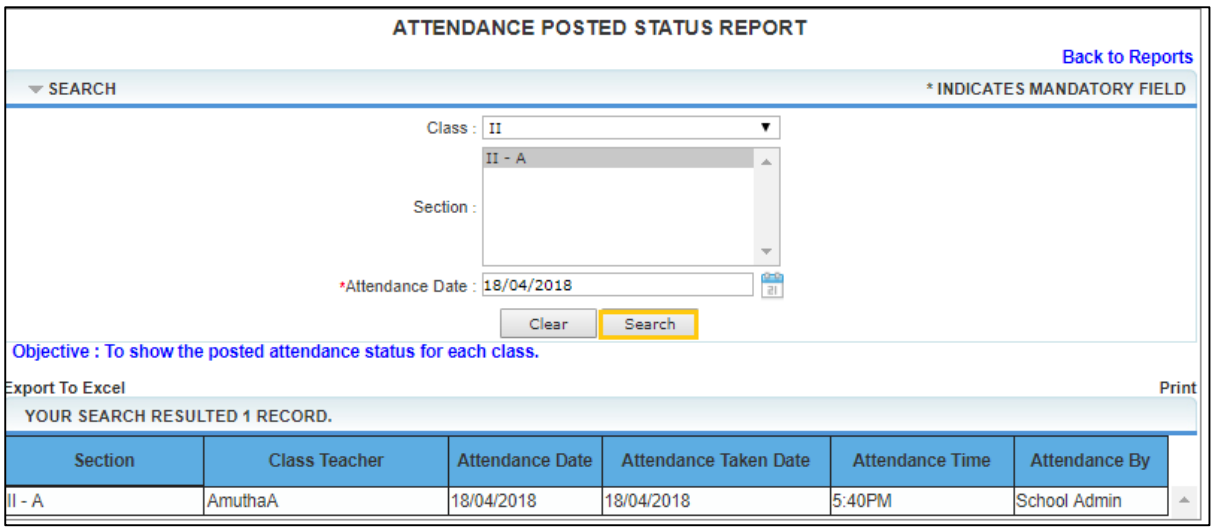
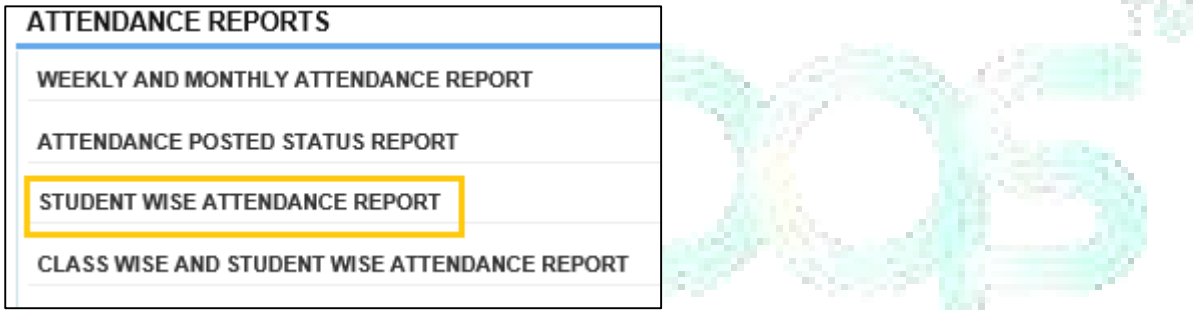


Student wise attendance report

In this screen, we can check individual student attendance report. To show the cumulative attendance of the students in a class and it displays details like Total Working Days, Total Present Days and Percentage.



Reports→Attendance Reports→Student Wise attendance Report.

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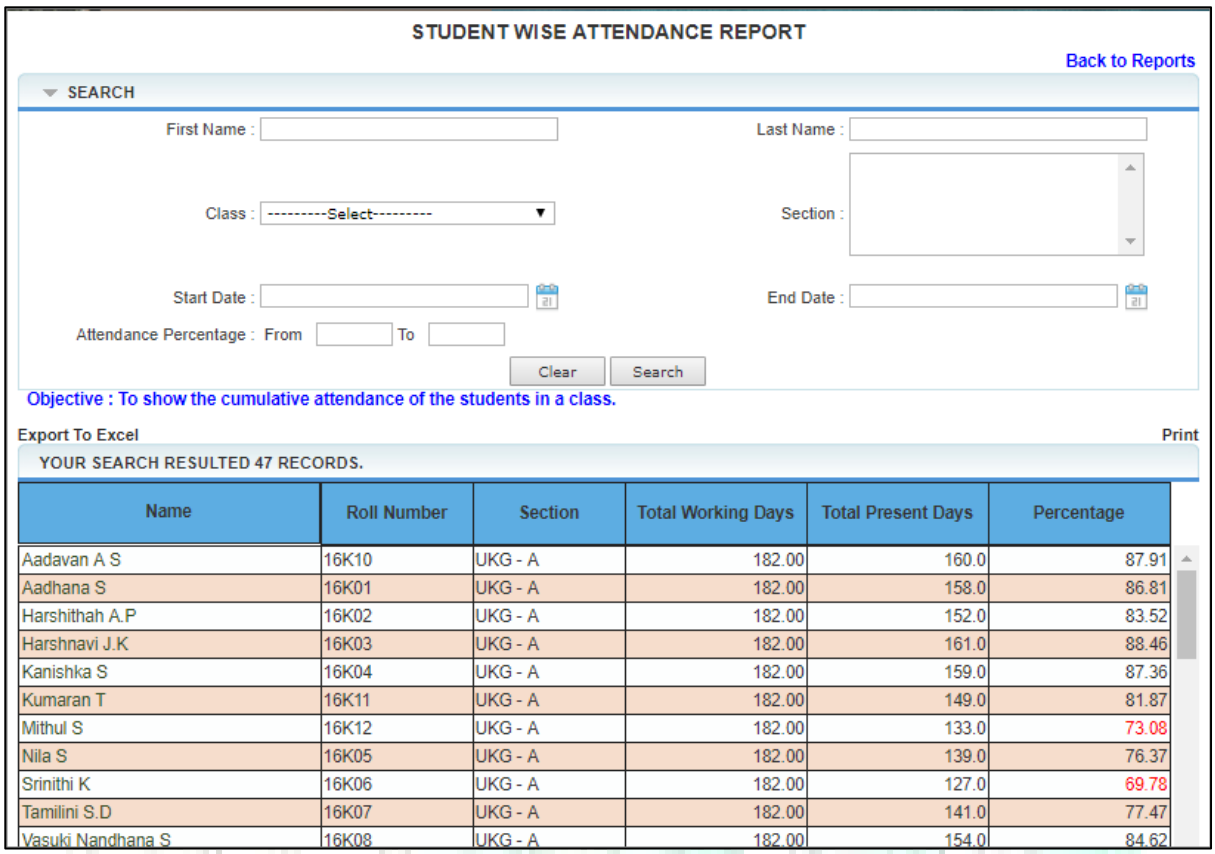


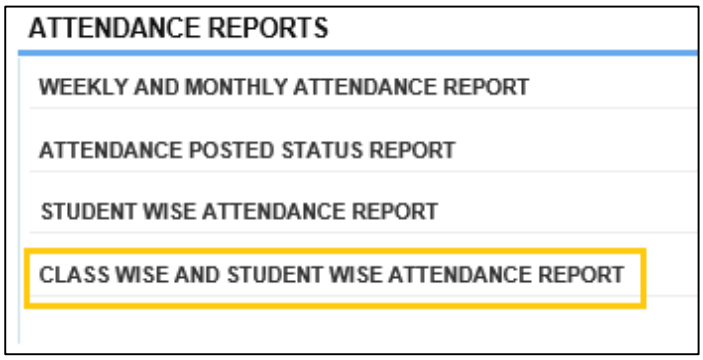
Name	Roll Number	Section	Total Working Days	Total Present Days	Percentage
Aadavan A S	16K10	UKG - A	182.00	160.0	87.91
Aadhana S	16K01	UKG - A	182.00	158.0	86.81
Harshithah A.P	16K02	UKG - A	182.00	152.0	83.52
Harshnavi J.K	16K03	UKG - A	182.00	161.0	88.46
Kanishka S	16K04	UKG - A	182.00	159.0	87.36
Kumaran T	16K11	UKG - A	182.00	149.0	81.87
Mithul S	16K12	UKG - A	182.00	133.0	73.08
Nila S	16K05	UKG - A	182.00	139.0	76.37
Srinithi K	16K06	UKG - A	182.00	127.0	69.78
Tamilini S.D	16K07	UKG - A	182.00	141.0	77.47
Vasuki Nandhana S	16K08	UKG - A	182.00	154.0	84.62

Class wise and student wise attendance report

In this screen, the attendance registrar of all classes will be displayed. Select Class, Section and enter the date range. The attendance registrar will be displayed.

To show the date wise attendance of the students in a class for a chosen period.

It displays details like Total days present and Total working Days from the selected range.



Reports→Attendance Reports→ class wise and student wise attendance report.

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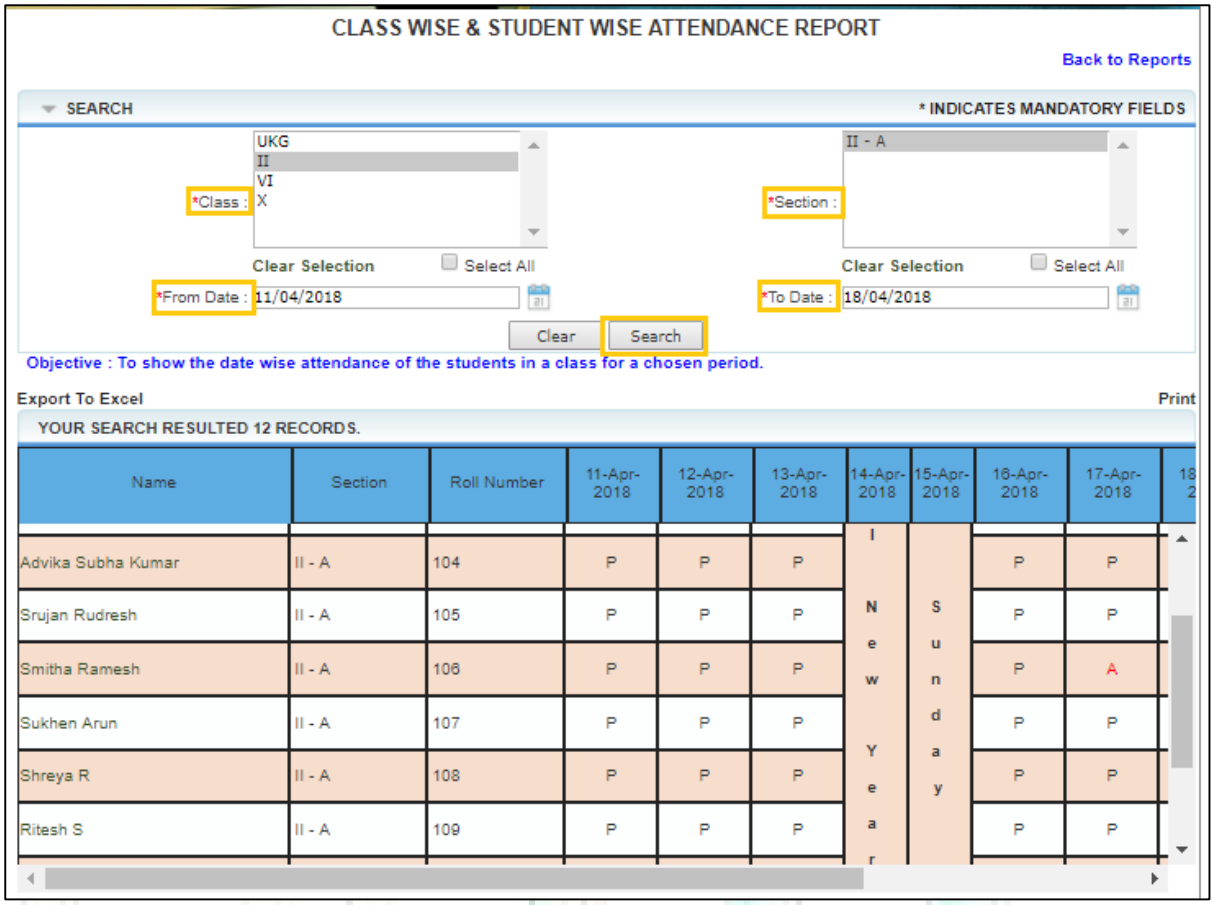
CLASS WISE & STUDENT WISE ATTENDANCE REPORT
Back to Reports
SEARCH
* INDICATES MANDATORY FIELDS
UKG
II
VI
*Class :
X
II - A
*Section :
Clear Selection
Select All
Clear Selection
Select All
*From Date : 11/04/2018
*To Date : 18/04/2018
Clear
Search
Objective : To show the date wise attendance of the students in a class for a chosen period.
Export To Excel
Print
YOUR SEARCH RESULTED 12 RECORDS.
Name
Section
Roll Number
11-Apr-2018
12-Apr-2018
13-Apr-2018
14-Apr-2018
15-Apr-2018
16-Apr-2018
17-Apr-2018
Advika Subha Kumar II - A 104 P P P P P
Srujan Rudresh II - A 105 P P P P P
Smitha Ramesh II - A 106 P P P P A
Sukhen Arun II - A 107 P P P P P
Shreya R II - A 108 P P P P P
Ritesh S II - A 109 P P P P P
New Year
Sunday

Export Reports

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Export Reports

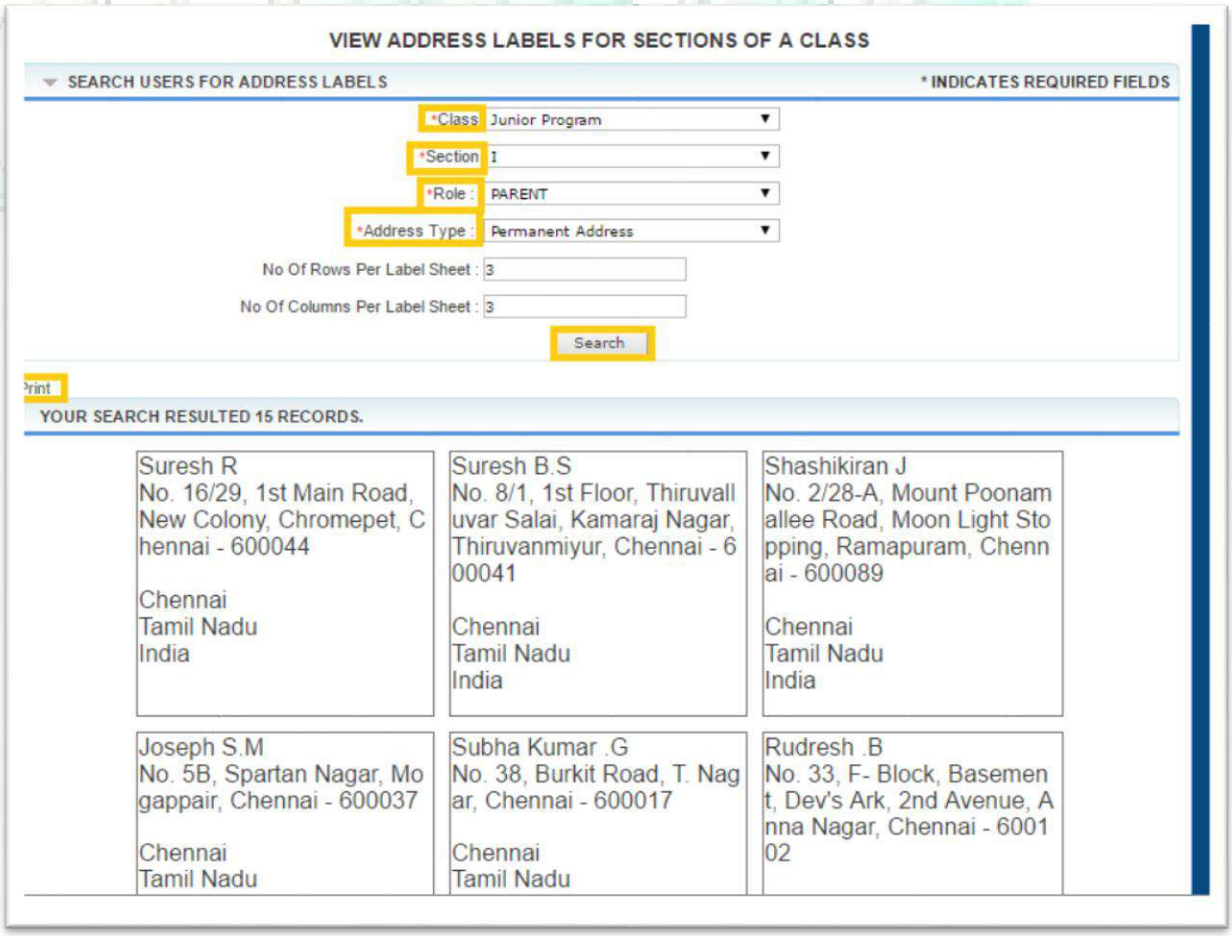
These are used to get the required data as per user.

Click **Reports -> Export Reports**. There are 5 sections.

Reports→ Export Reports→Address Labels.

Address Labels

Select the Group, Section, Role and Address Types and click on Search Button. If you want to take a printout, then click on Print.In Manage Users Page Address will be updated it gets reflected in Address Labels Report.



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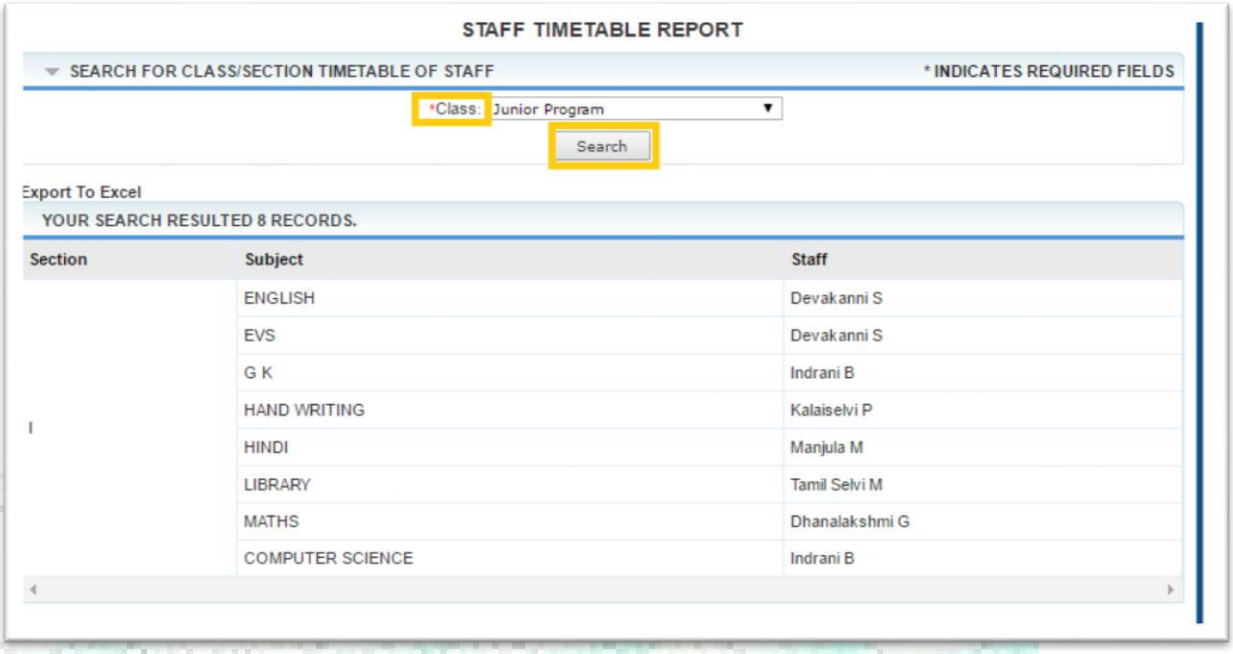
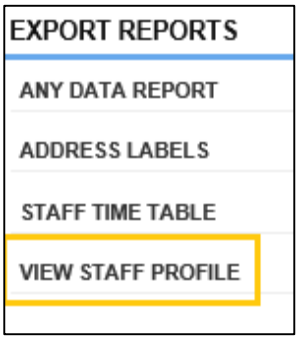
Staff time Table:

It displays all staffs with their respective subject in a particular class. Class wise Staff List will be displayed with allocated Subject. Manage Time Table allocated Subject will reflected in Reports Page.



View Staff profile:

In this Screen It displays all details of staff's ,class wise Staff Address can be generated in this report In Manage Users page changes in Address column for any user can be reflected in View Staff Profile.



Reports->Export Reports->View Staff Profile.

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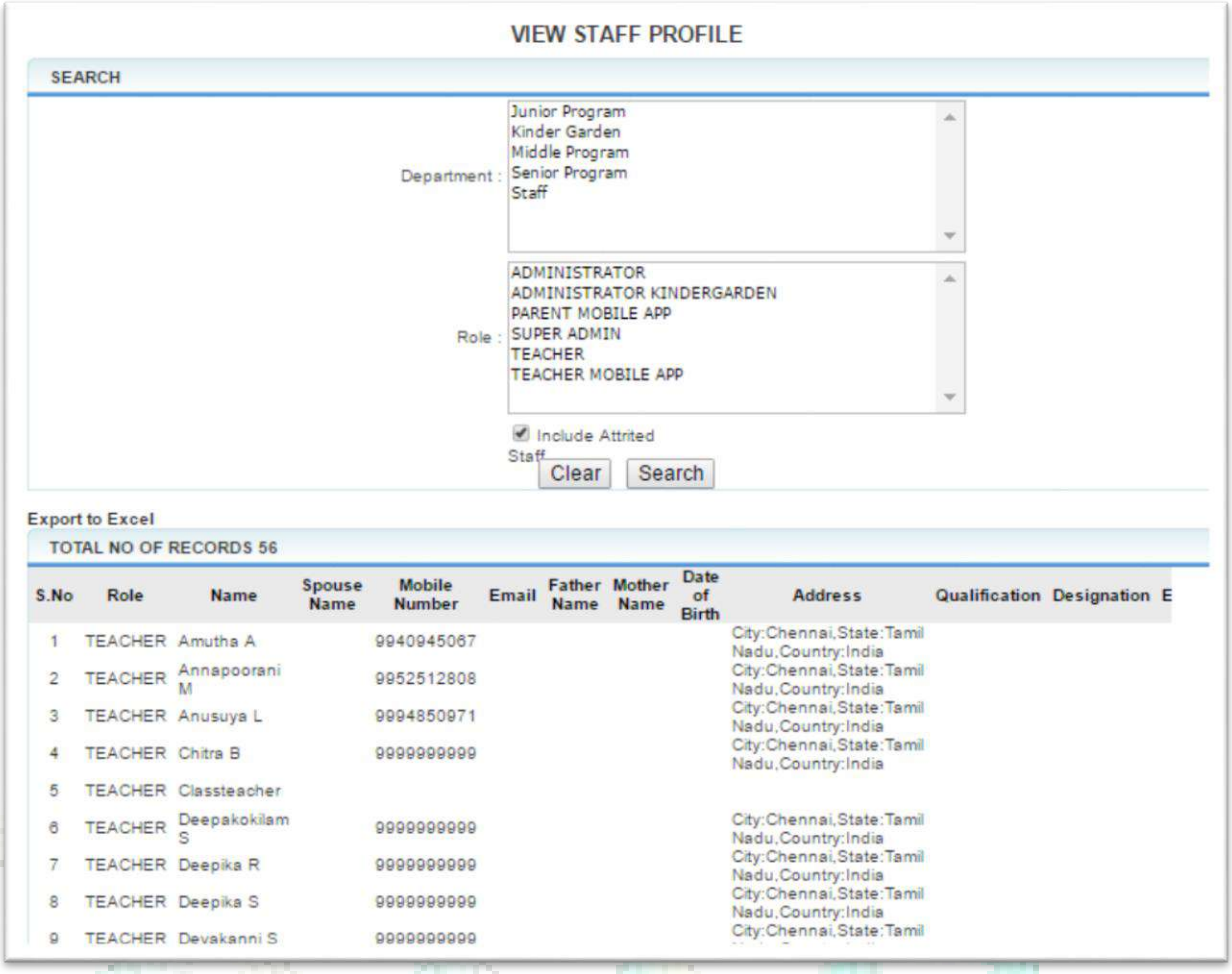

VIEW STAFF PROFILE

SEARCH

Department : Junior Program, Kinder Garden, Middle Program, Senior Program, Staff

Role : ADMINISTRATOR, ADMINISTRATOR KINDERGARDEN, PARENT MOBILE APP, SUPER ADMIN, TEACHER, TEACHER MOBILE APP

Include Attrited Staff

Clear Search

Export to Excel

TOTAL NO OF RECORDS 56

S.No	Role	Name	Spouse Name	Mobile Number	Email	Father Name	Mother Name	Date of Birth	Address	Qualification	Designation	E
1	TEACHER	Amutha A		9940945067					City:Chennai,State:Tamil Nadu,Country:India			
2	TEACHER	Annapoorani M		9952512808					City:Chennai,State:Tamil Nadu,Country:India			
3	TEACHER	Anusuya L		9994850971					City:Chennai,State:Tamil Nadu,Country:India			
4	TEACHER	Chitra B		9999999999					City:Chennai,State:Tamil Nadu,Country:India			
5	TEACHER	Classteacher										
6	TEACHER	Deepakokilam S		9999999999					City:Chennai,State:Tamil Nadu,Country:India			
7	TEACHER	Deepika R		9999999999					City:Chennai,State:Tamil Nadu,Country:India			
8	TEACHER	Deepika S		9999999999					City:Chennai,State:Tamil Nadu,Country:India			
9	TEACHER	Devakanni S		9999999999					City:Chennai,State:Tamil			

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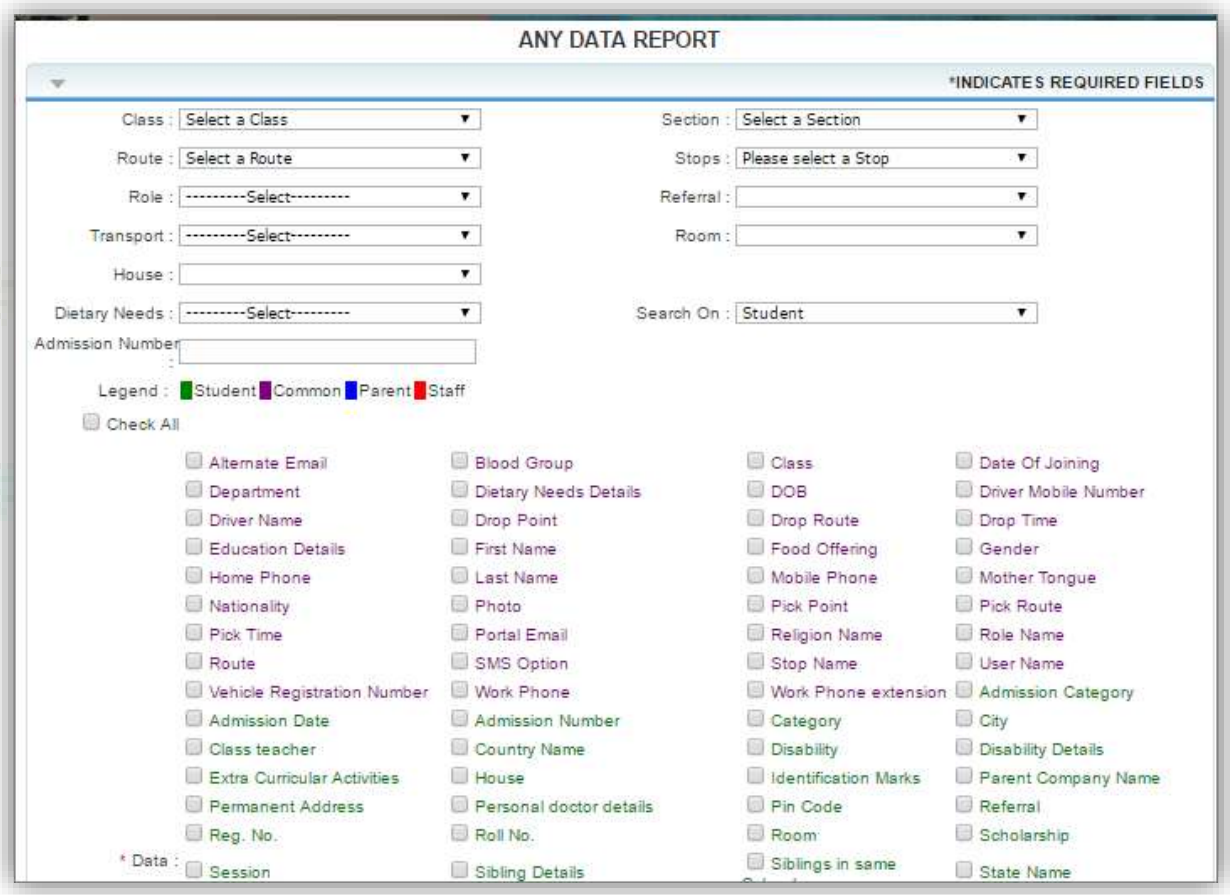
Any Data Report:

In Any data report depending on roles ,Admin can generate data by selecting desired fields.

Reports→Export Reports→Any Data Report.



Whatever the Data Report you want, you have to select the particular fields by checking the check box, in Role you have to select student and click on Search Box.

For Example,

You want a report containing Admission Number, First Name, Last Name, Mobile Phone, and Portal Email for all students. You have to check the boxes and click on Search button. Then all the data will be displayed.

If you want a report containing EEE students, select the class, section, role and click

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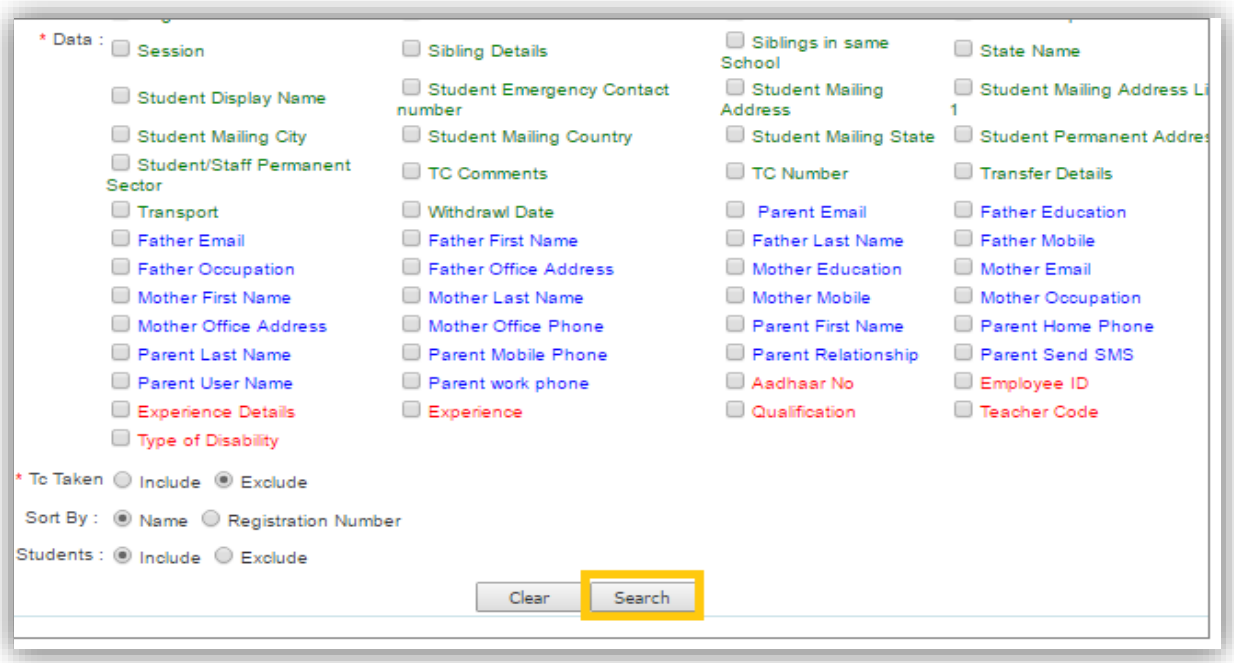
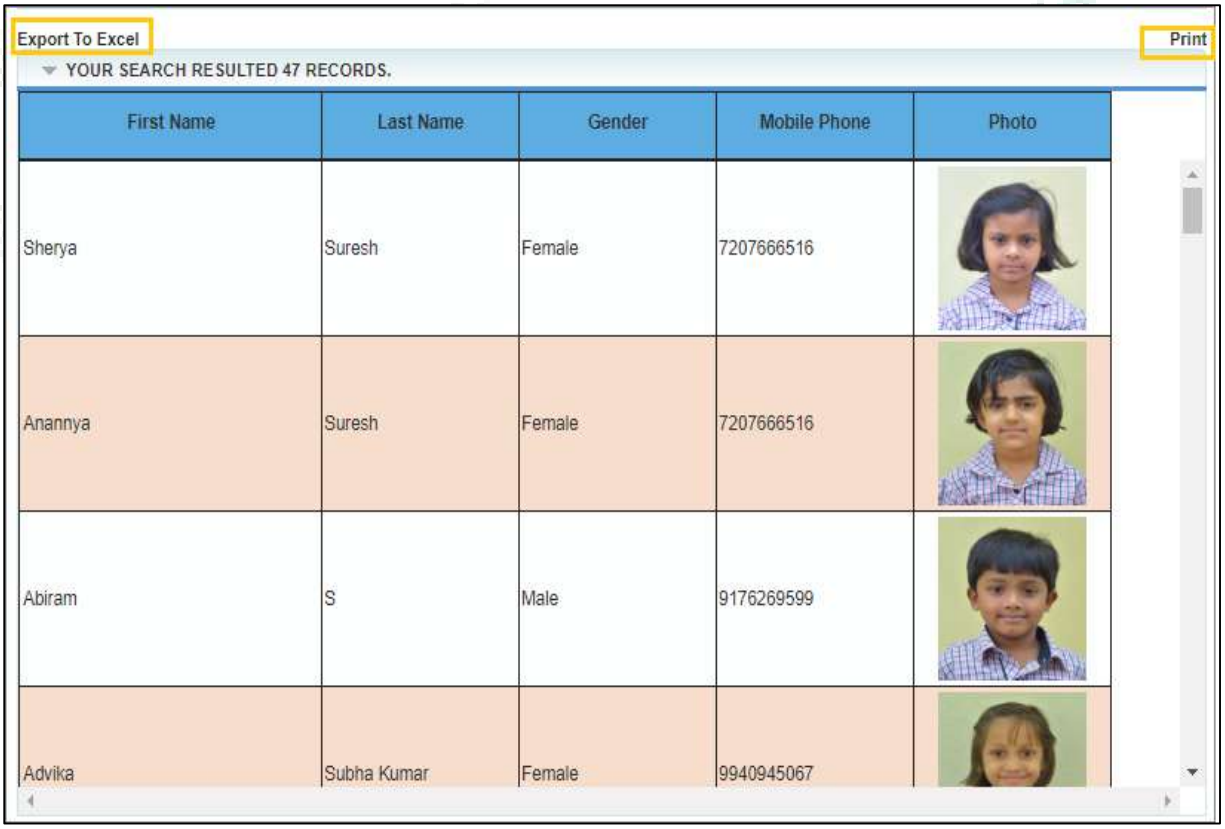
on search button.



If you want to export this data to excel, click on Export to Excel button.



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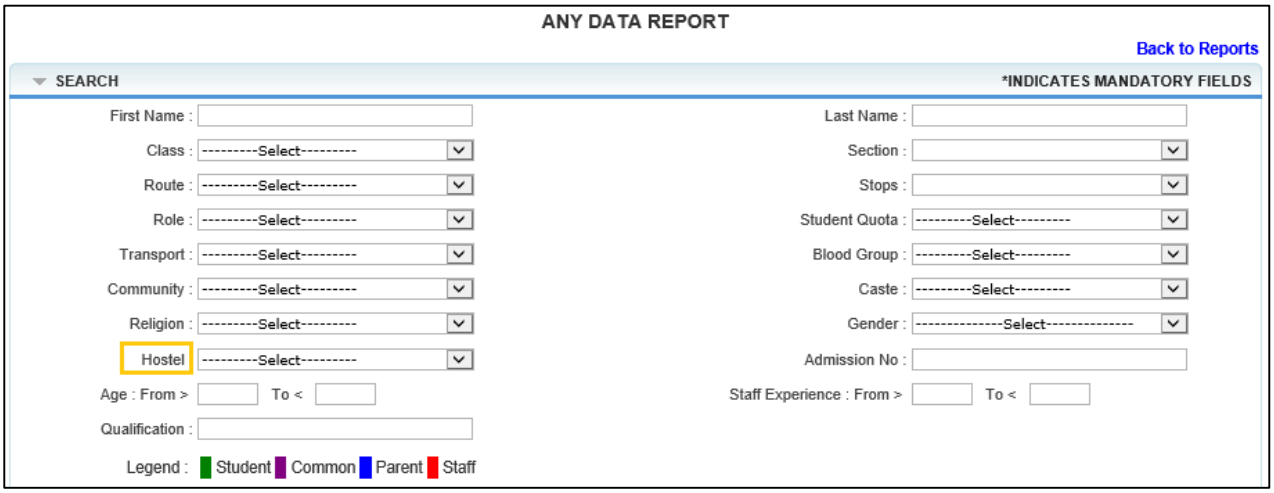
NOTE: Hostel Students Can be separated by Clicking Hostel Button, if you select yes Hostel Students will be generated if you select No Non Hostel Students will be generated ,please make sure that u have added Hostel Students in Manage Users page.



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User Reports

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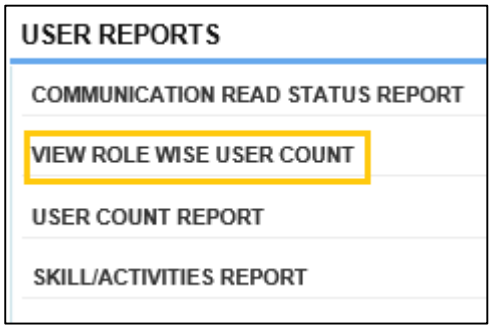
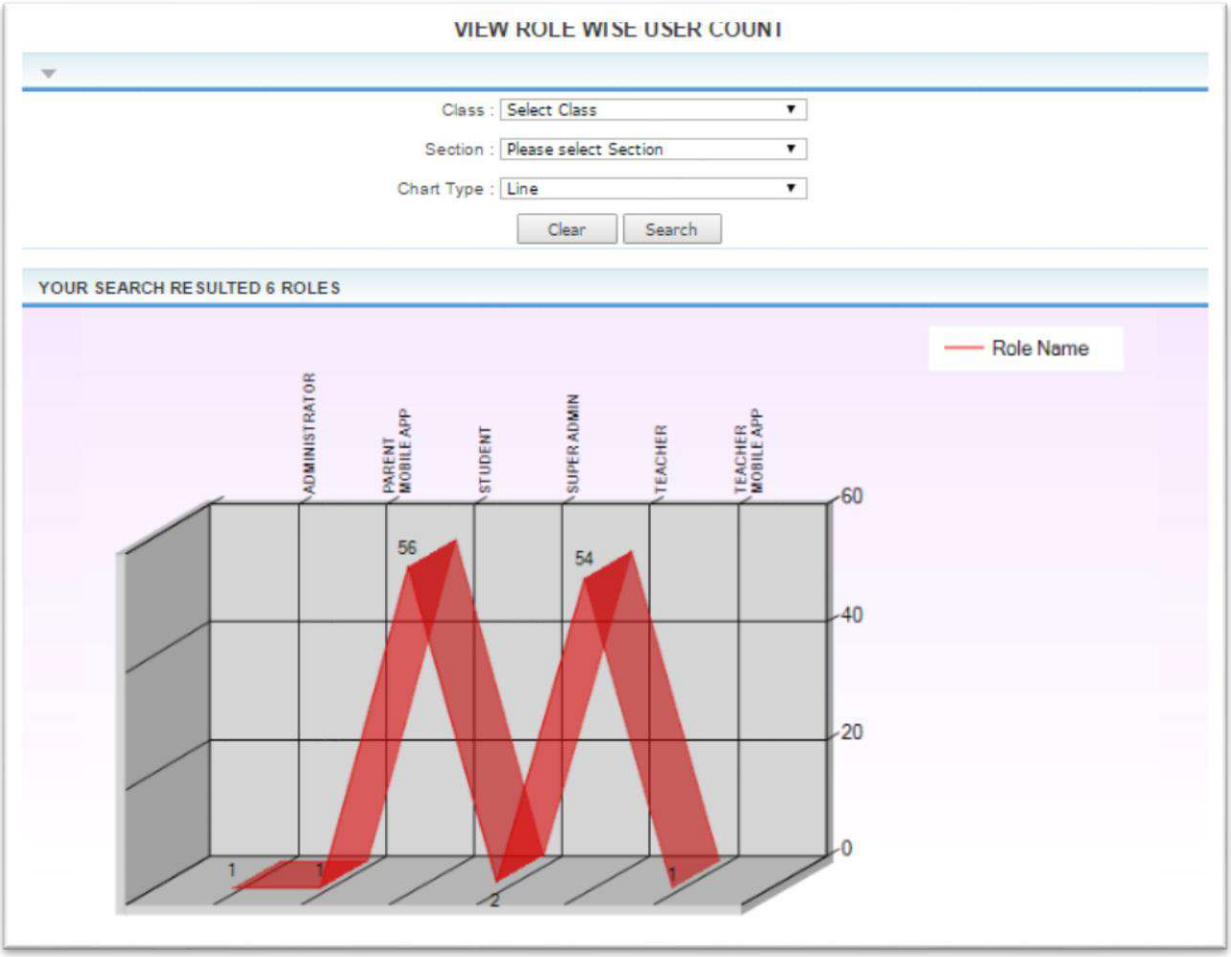
View Role Wise User Count:

In this Screen Role wise Count can be generated. Total Number of Roles (like students, lecturers, Admins etc.) will be displayed. Role wise count can be reflected in Dashboard in Home Page.



Reports→User Reports→View Role Wise User Count.



Communication Read Status Report:

In this Report we get the list of users who have read and not read a notice.Notice like E Circulars,

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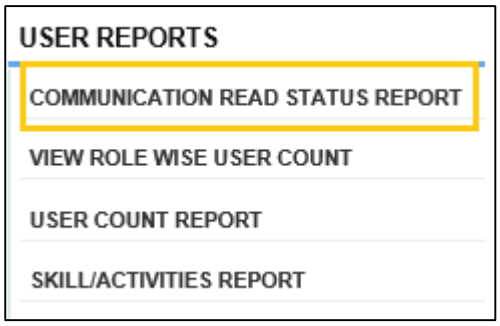
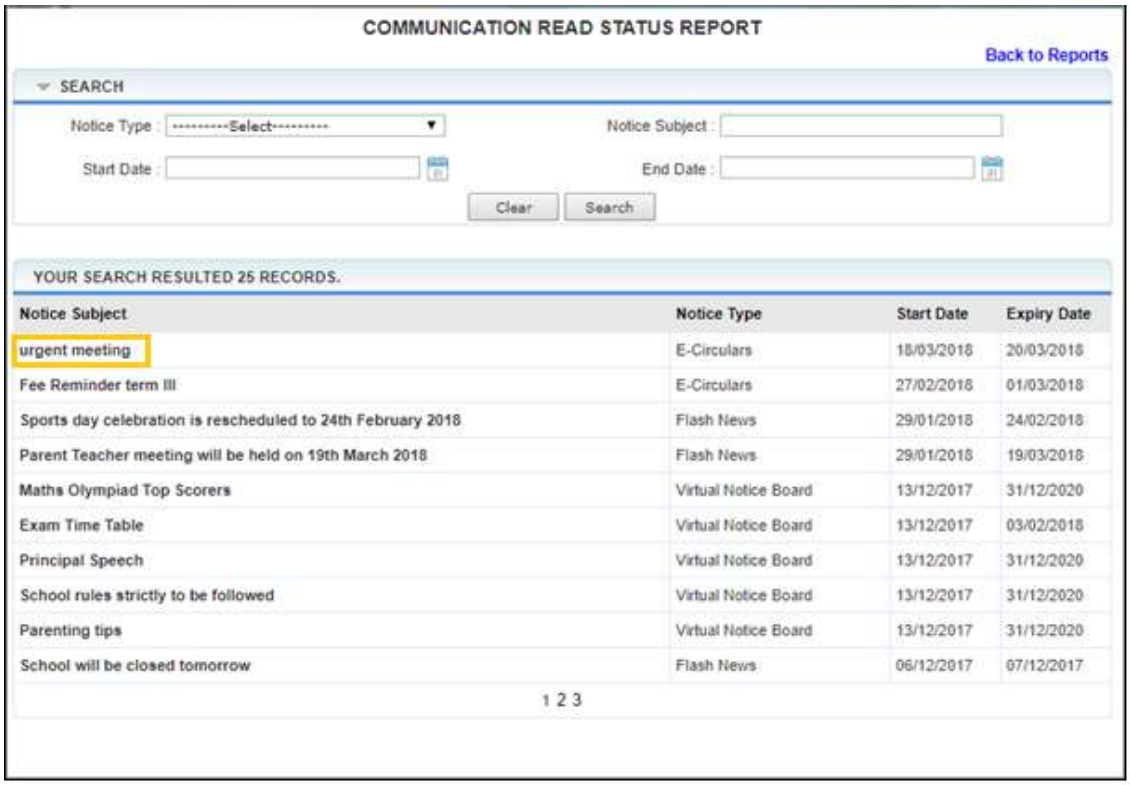
Flash news, thought of the day and Virtual Notice Board. In Manage Home Page, Notice will be created and published. Depending upon roles admin can View read and not read details.



Navigate through **Reports→User Reports→Communication Read Status Report.**

Communication Read Status Report Screen will be displayed, where we have search fields to search existing notices with mentioned fields.



We get the list of notices with Subject, Notice Type, Start date and Expiry date. Click on the notice subject to get further details.

By default, the list of Not Read details will appear in which all users who have not read the notice will be displayed. We can also filter where we have search fields to search existing users with mentioned fields.

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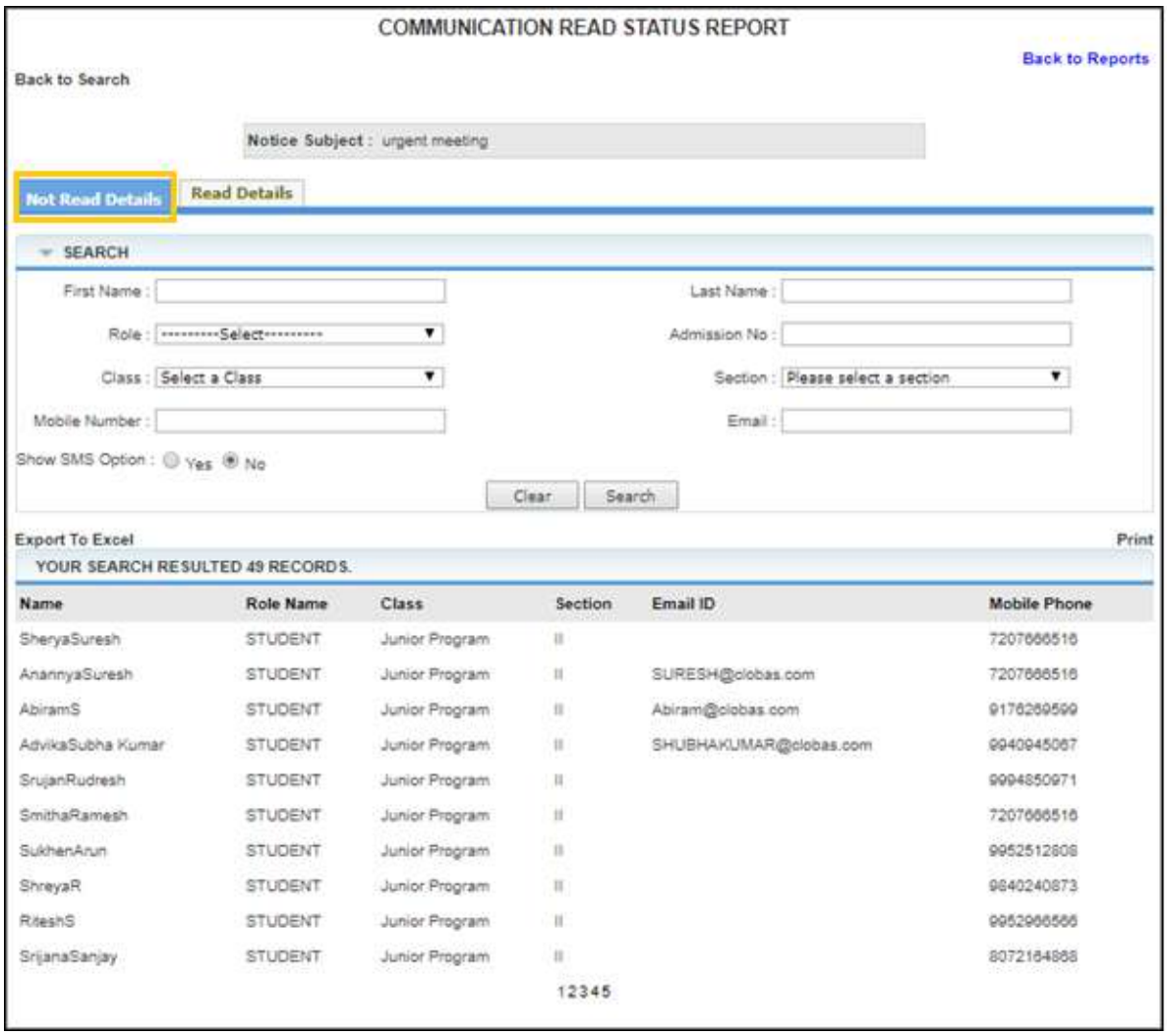
We get the list of Users with Name, Role Name, Class, Section, Email ID and Mobile Number.

We can print and export to excel the list of users.



In Read Details the list all users who have read the notice will be displayed. We can also filter where we have search fields to search existing users with mentioned fields.

We get the list of Users with Name, Role Name, Class, Section, Email ID and Mobile Number.

We can print and export to excel the list of users.

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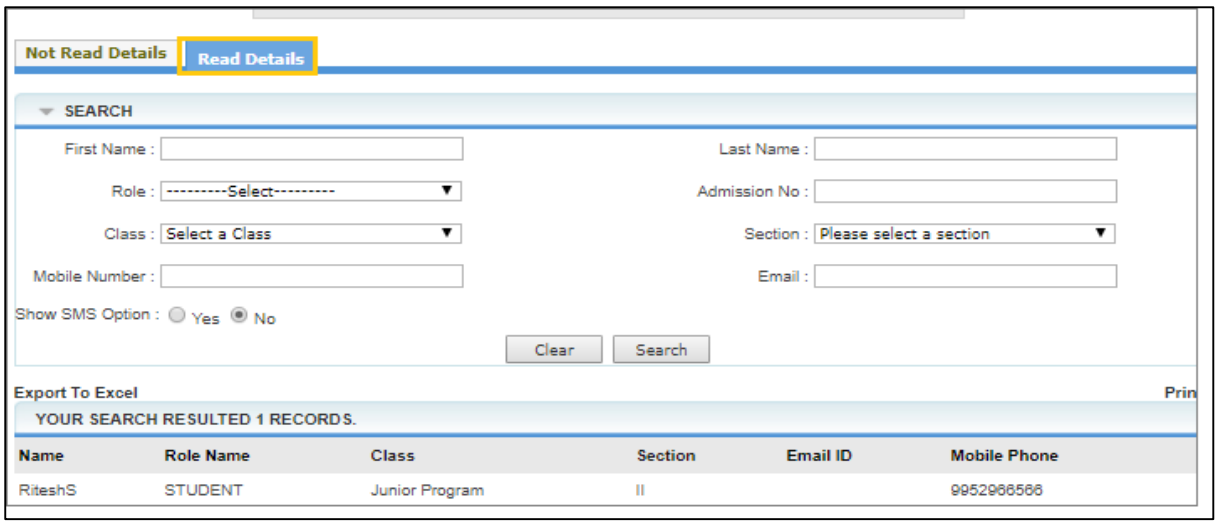
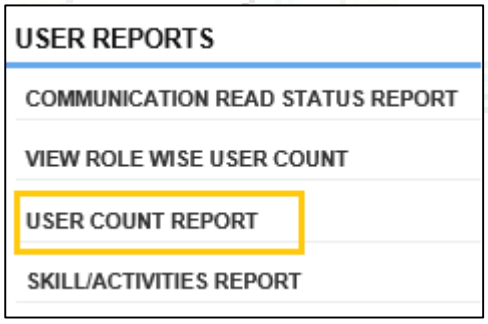


User Count Report

In this Screen, report shows the total User count according to Class or Section with respective to the roles.i.e To show the gender wise student strength in the school. It displays the total number of boys, girls with the total strength in each Class/Section. It also displays the total boys and girls and total strength in the entire institution.



Reports→User Reports→User Count Report.

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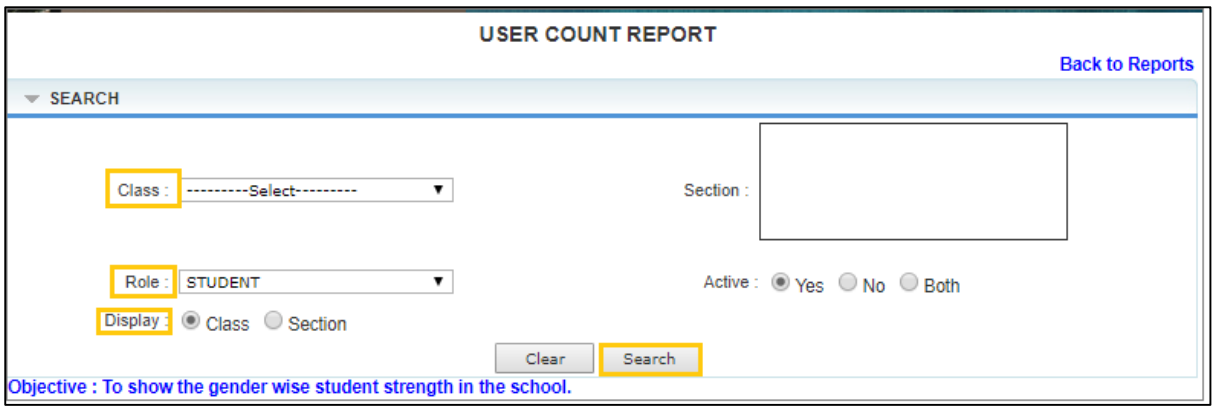
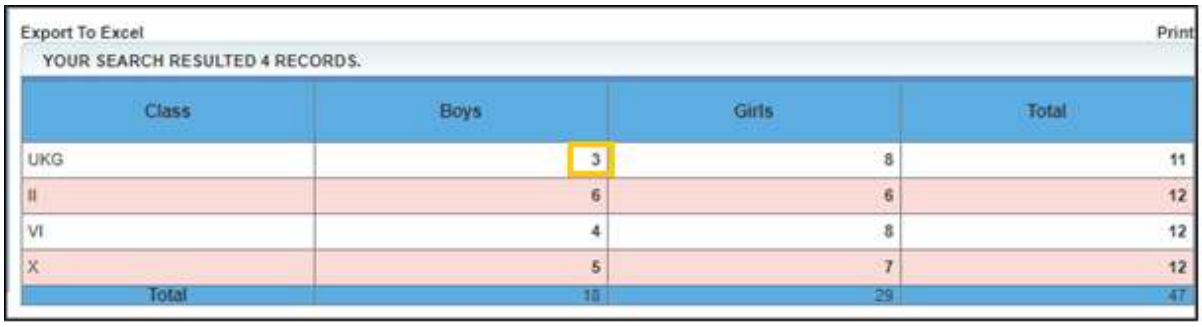
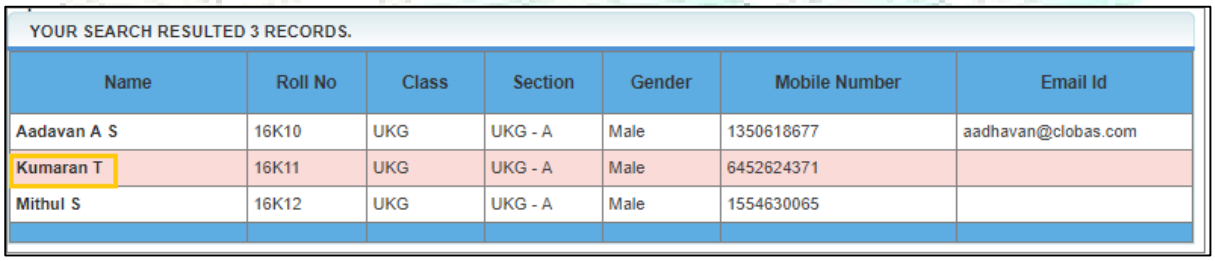




Class	Boys	Girls	Total
UKG	3	8	11
II	6	6	12
VI	4	8	12
X	5	7	12
Total	18	29	47

If we select the count adjacent to the Class, the list of users will be displayed.

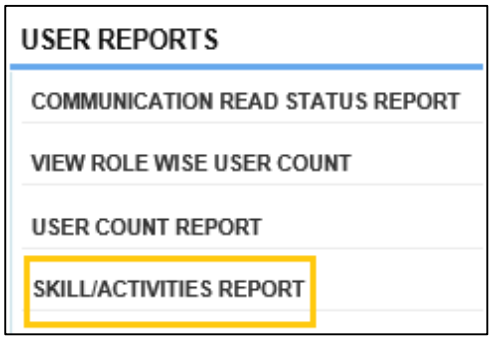


Name	Roll No	Class	Section	Gender	Mobile Number	Email Id
Aadavan A S	16K10	UKG	UKG - A	Male	1350618677	aadhavan@clobas.com
Kumaran T	16K11	UKG	UKG - A	Male	6452624371	
Mithul S	16K12	UKG	UKG - A	Male	1554630065	

If we select the name of the User, their respective profile will be displayed.

Skill Activities Report:

This report displays the extra-curricular and Co-Curricular activities of the students, these records will be inserted in Manage Users module. We can shortlist the students for any activity using this report.



Reports→User Reports→Skill Activities Report.

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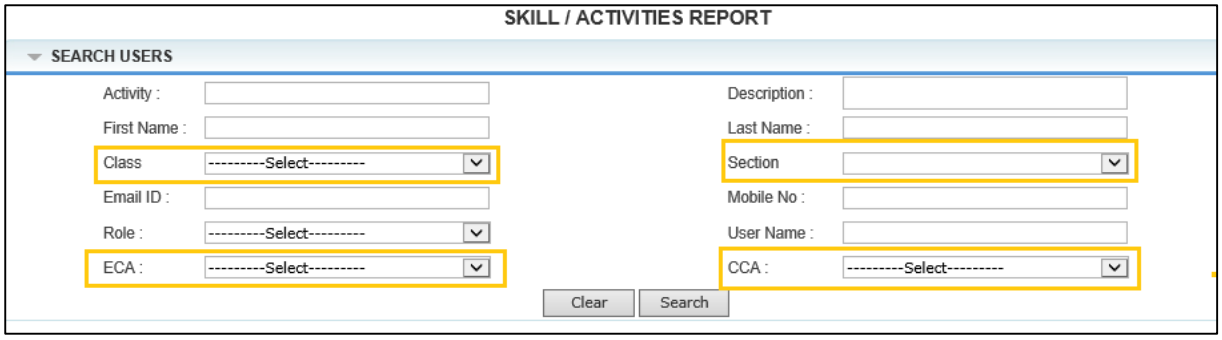

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Fee Report

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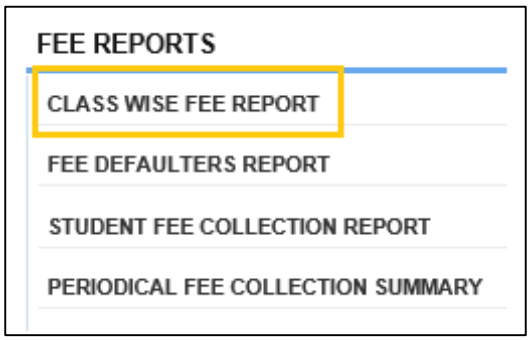
Fee Reports

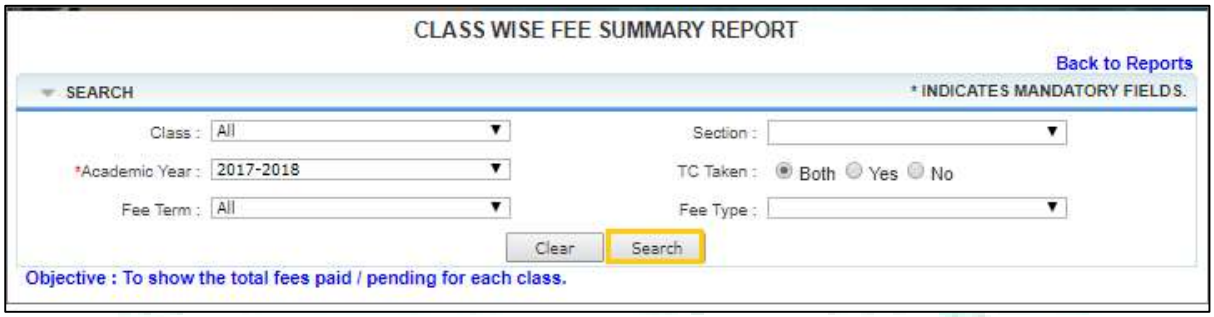
In **Reports -> Fee Reports**

Class wise fee report

It displays the total fee paid and pending for each class. Select the academic year and click on search.



Reports→Fee Reports→Class Wise Fee Report.



The list of all classes with their total Paid and Pending details will be displayed. Select a class.

Class	Total	Paid	Remaining
UKG	898200	127400	770800
II	542500	54800	487700
VI	564000	63900	500100
X	565400	58050	507350
Total	2570100	304150	2265950

Note : Click on Class to view Section view fee summary.

The list of all sections in the class with their total Paid and Pending details will be displayed. Select a section.

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Section wise fee summary for the Class - II

Export To Excel Print

TOTAL NUMBER OF RECORD(S) :1

Section	Total	Paid	Remaining
II - A	542500	54800	487700
Total	542500	54800	487700

Note : Click on Section to view student wise fee summary.

The list of all students in the section with their total Paid and Pending details will be displayed. Select a student.

Student wise fee summary for the Class - II and Section - II - A

Export To Excel Print

YOUR SEARCH RESULTED 15 RECORDS.

Name	Roll Number	Mobile Phone	Total	Paid	Remaining
Abiram S	4	9176269599	37100	25600	11500
Advaith Chandreshekar	13	9327538066	36100	9600	26500
Advika Subha Kumar	5	9940945067	36100	12550	23550
Anannya Suresh	2	7207666516	36100	4050	32050
Ritesh S	10	9952966566	36100	3000	33100
Sherya Suresh	1	7207666516	36100	0	36100
Shivadarshan Girishappa	12	9952512808	36100	0	36100
Shreya R	9	9840240873	36100	0	36100
Smitha Ramesh	7	7207666516	36100	0	36100
Srijana Sanjay	11	8072164868	36100	0	36100
Srujan Rudresh	6	9994850971	36100	0	36100
Sukhen Arun	8	9952512808	36100	0	36100
Supriya Shashikiran	3	9442748207	36100	0	36100
Tanmay Nagaraja Naik	14	9442793722	36100	0	36100
Vihaan Mahendar	15	9994850971	36100	0	36100
		Total	542500	54800	487700

Note : Click on student name to view student fee details.

The list of all fee details of the particular student will be displayed.

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Hide

Fee summary for the Student - Abiram S

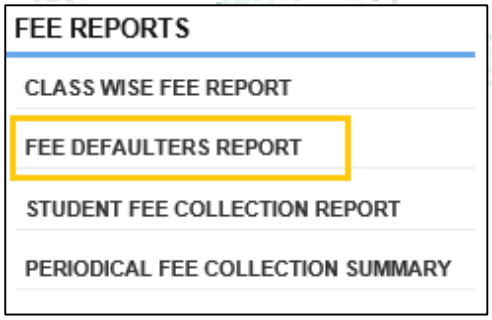
Export To Excel Print

TOTAL NUMBER OF RECORD(S) :15

Term	Fee Type	Total Fee	Paid Fee	Remaining Fee
1st Term	Activity Fee	2000	2000	0
2nd Term	Activity Fee	3000	1000	2000
1st Term	Admission Fees	5000	5000	0
3rd Term	Annual Fee	3000	2000	1000
1st Term	Coaching Fee	3000	3000	0
2nd Term	Coaching Fee	3000	2000	1000
1st Term	Development	5000	5000	0
2nd Term	Exam Fee	1000	0	1000
1st Term	Fine	100	100	0
1st Term	Transport Fee	1000	1000	0
2nd Term	Transport Fee	1000	500	500
3rd Term	Transport Fee	1000	0	1000
1st Term	Tuition Fees	4000	4000	0
2nd Term	Tuition Fees	2000	0	2000
3rd Term	Tuition Fees	3000	0	3000
	Total	37100	25600	11500

Fee defaulters report

It displays the pending amount of each student in the Institute. Select the academic year and click on search.



Reports→Fee Reports→Fee Defaulters Report.

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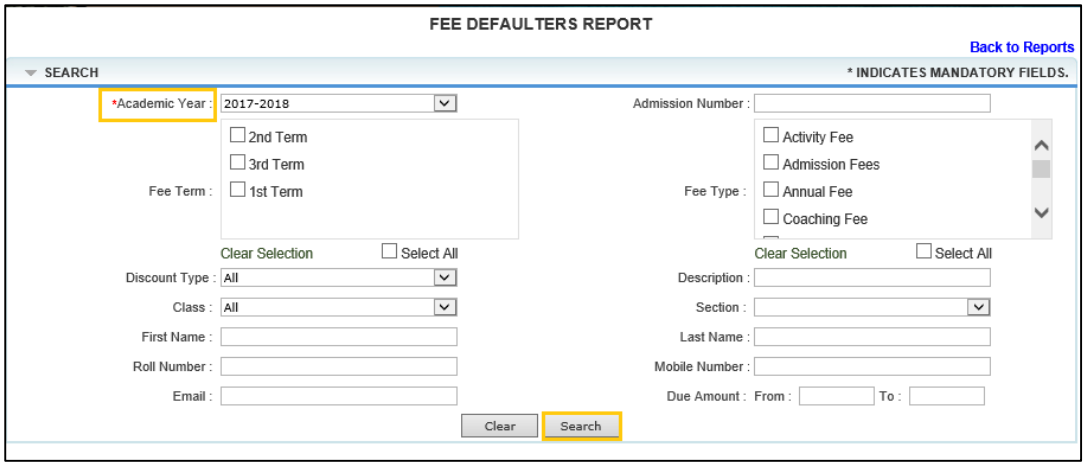
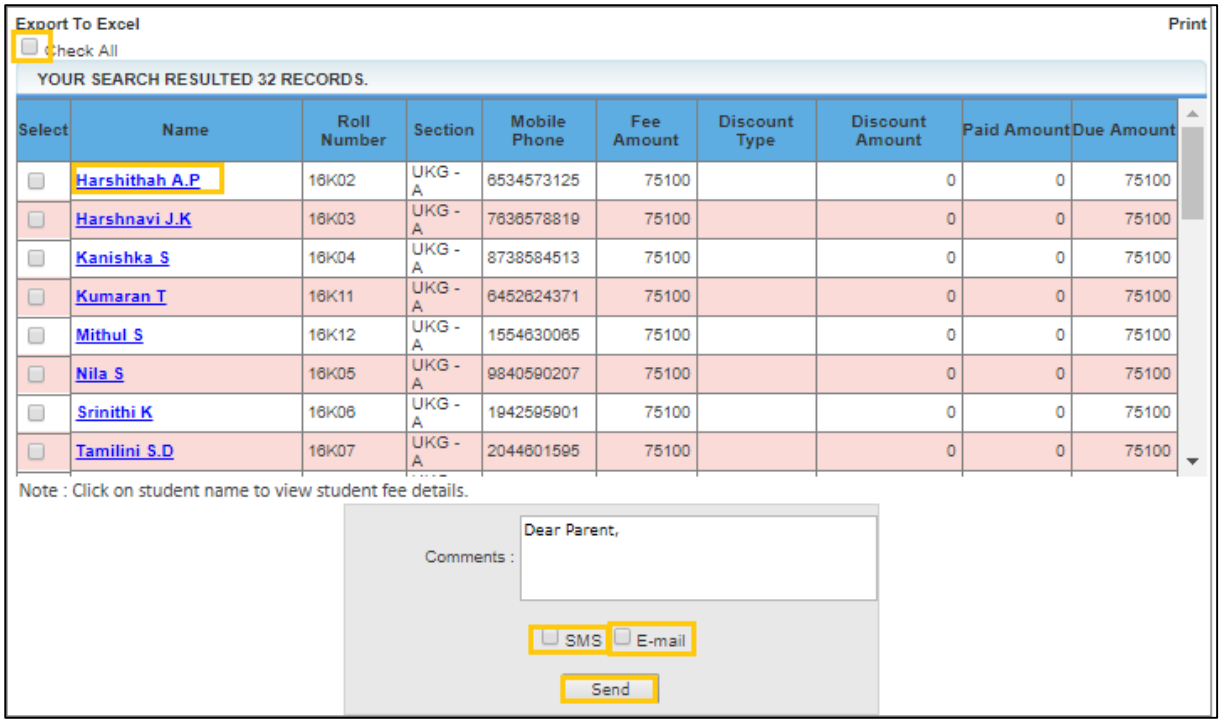


It displays the list of students with their due amount. We can send a SMS and Email to the students by clicking the check box. Enter the comment and click on SMS and Email to send an intimation to the parents immediately. Click on a student.



Select	Name	Roll Number	Section	Mobile Phone	Fee Amount	Discount Type	Discount Amount	Paid Amount	Due Amount
	Harshithah A.P	16K02	UKG - A	6534573125	75100		0	0	75100
	Harshnavi J.K	16K03	UKG - A	7636578819	75100		0	0	75100
	Kanishka S	16K04	UKG - A	8738584513	75100		0	0	75100
	Kumaran T	16K11	UKG - A	6452624371	75100		0	0	75100
	Mithul S	16K12	UKG - A	1554630065	75100		0	0	75100
	Nila S	16K05	UKG - A	9840590207	75100		0	0	75100
	Srinithi K	16K06	UKG - A	1942595901	75100		0	0	75100
	Tamilini S.D	16K07	UKG - A	2044601595	75100		0	0	75100

The list of all fee details of the particular student will be displayed.

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Fee summary for the Student- Harshithah A.P

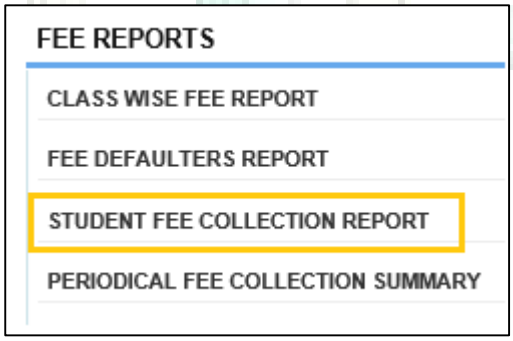
Export To Excel Print

YOUR SEARCH RESULTED 14 RECORDS.

Fee Term	Fee Type	Total Fee	Paid Fee	Remaining Fee
1st Term	Activity Fee	3000	0	3000
1st Term	Admission Fees	50000	0	50000
1st Term	Coaching Fee	2000	0	2000
1st Term	Development	3000	0	3000
1st Term	Fine	100	0	100
1st Term	Transport Fee	1000	0	1000
2nd Term	Activity Fee	2000	0	2000
2nd Term	Coaching Fee	3000	0	3000
2nd Term	Development	1000	0	1000
2nd Term	Transport Fee	1000	0	1000
2nd Term	Tuition Fees	3000	0	3000
3rd Term	Annual Fee	2000	0	2000
3rd Term	Transport Fee	1000	0	1000
3rd Term	Tuition Fees	3000	0	3000
	Total	75100	0	75100

Student fee collection report

It displays all the fee categories and fee collection details of each student in a class. Select academic year, from date and to date until when the fee is collected. Click on search.



Reports→Fee Reports→Student Fee Collection Report.

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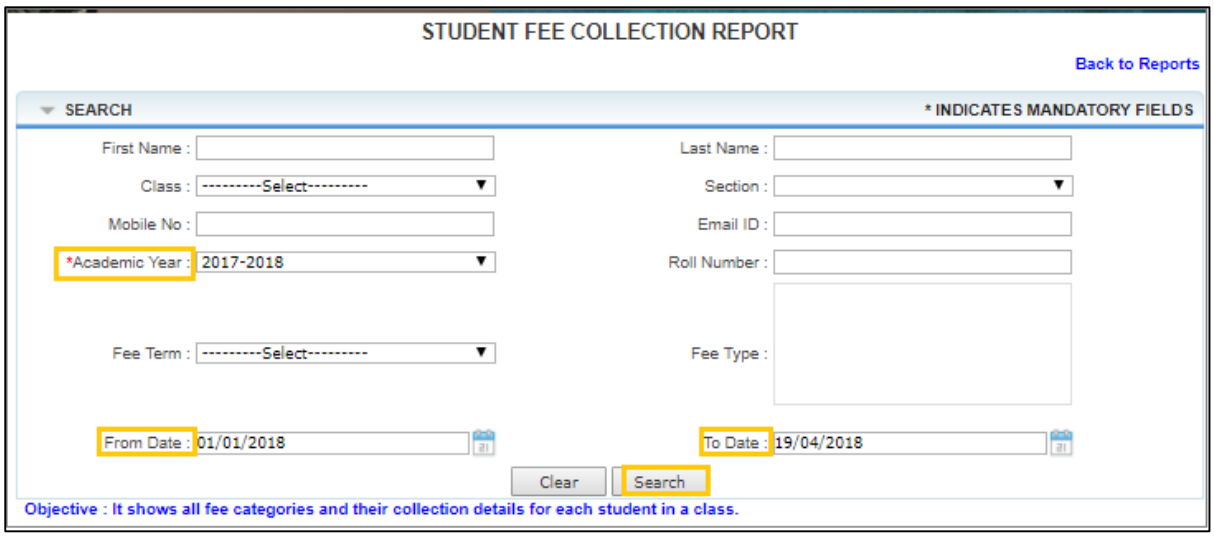
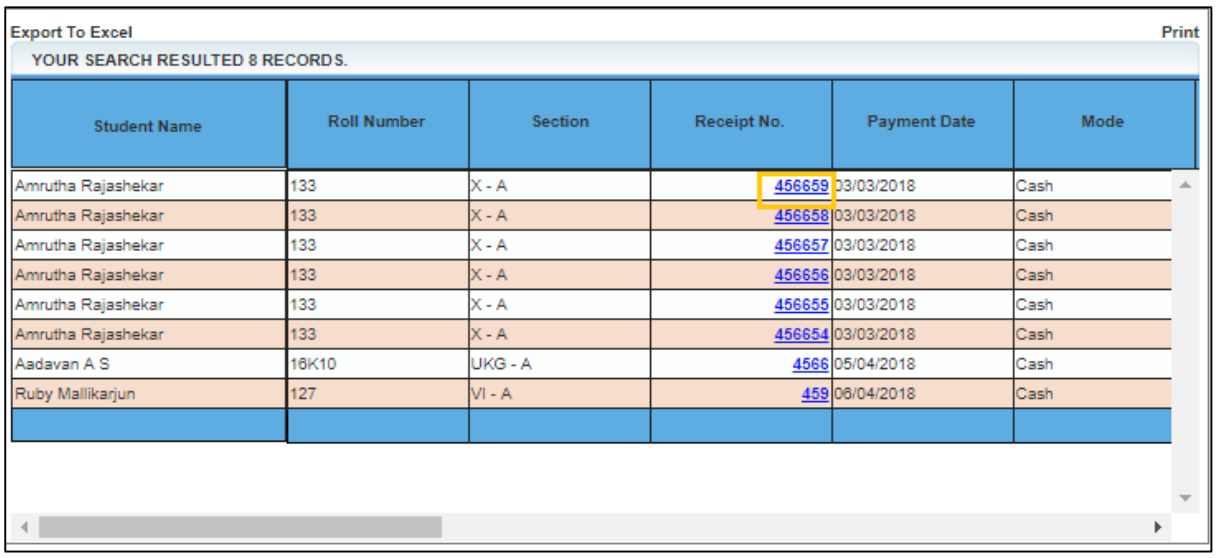
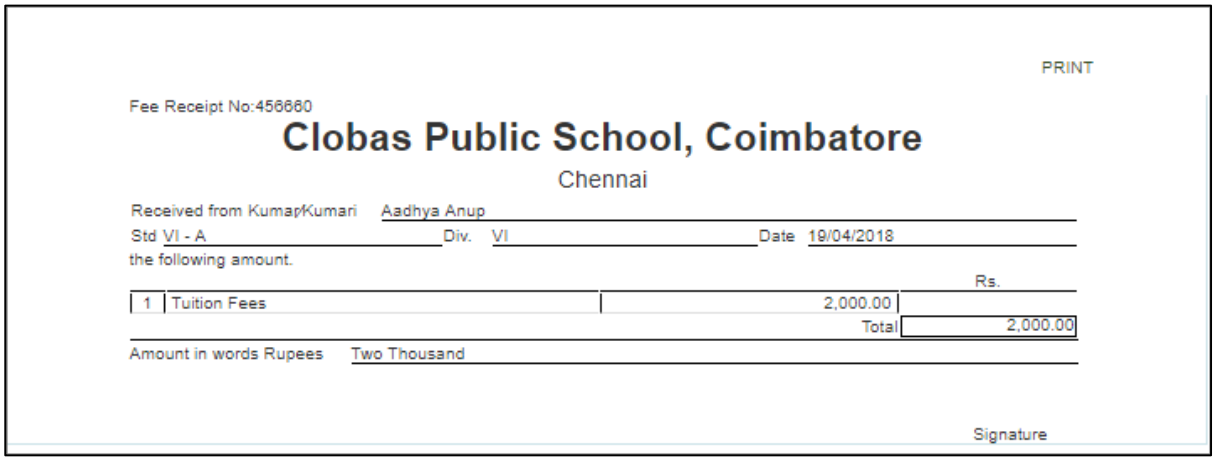


The list of all students with their fee collection details will be displayed. Select a fee Receipt No to take a printout of the receipt.



Student Name	Roll Number	Section	Receipt No.	Payment Date	Mode
Amrutha Rajashekar	133	X - A	456659	03/03/2018	Cash
Amrutha Rajashekar	133	X - A	456658	03/03/2018	Cash
Amrutha Rajashekar	133	X - A	456657	03/03/2018	Cash
Amrutha Rajashekar	133	X - A	456656	03/03/2018	Cash
Amrutha Rajashekar	133	X - A	456655	03/03/2018	Cash
Amrutha Rajashekar	133	X - A	456654	03/03/2018	Cash
Aadavan A S	16K10	UKG - A	4566	05/04/2018	Cash
Ruby Mallikarjun	127	VI - A	459	06/04/2018	Cash

Fee Receipt:



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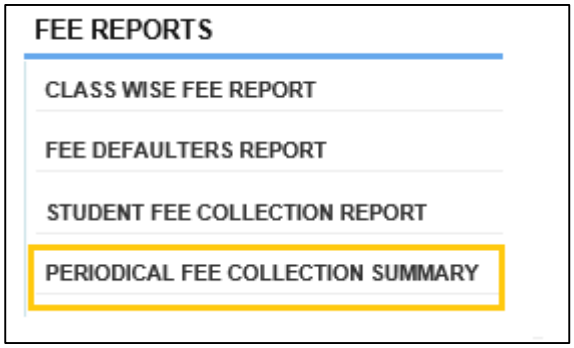
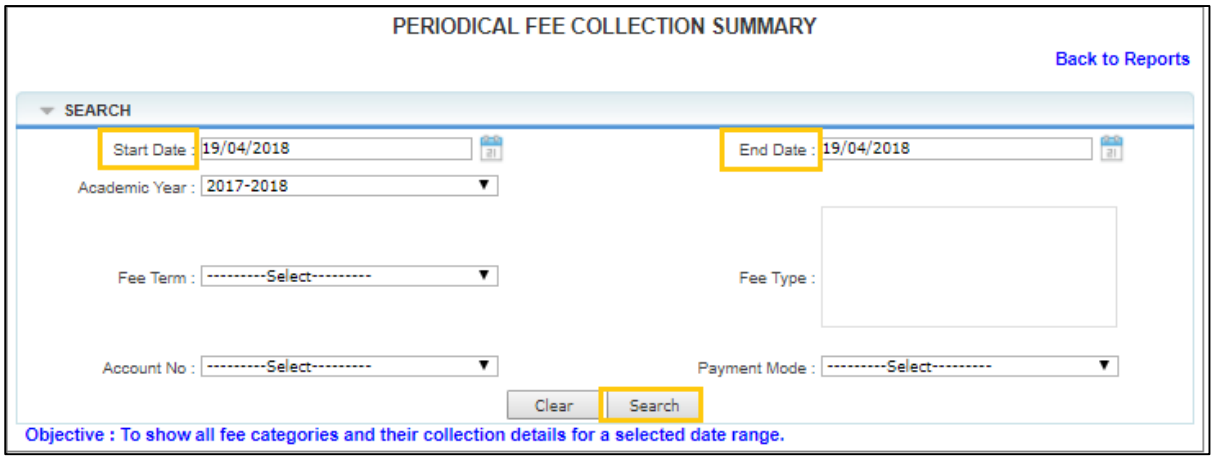
Periodical fee collection summary

It displays all fee categories with the total amount collected between the selected date range. Select Start date, end date and click on search.

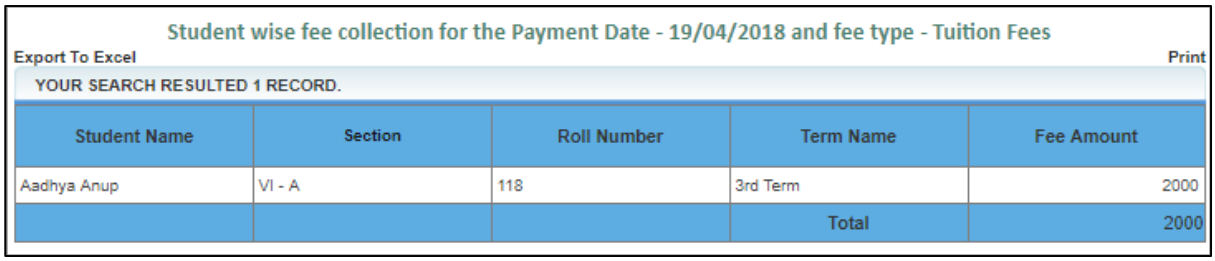


Reports→Fee Reports→Periodical Fee Collection Summary.



The list of fee categories with the total fee collection amount will be displayed. Select a fee category.

The list of students paid for the particular fee category will be displayed.



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Transport Report

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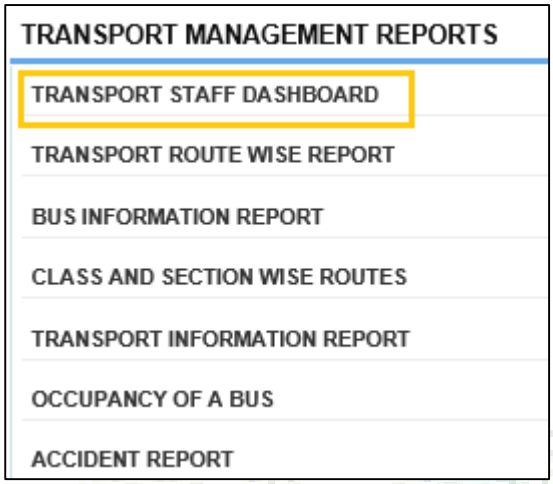
Transport Reports

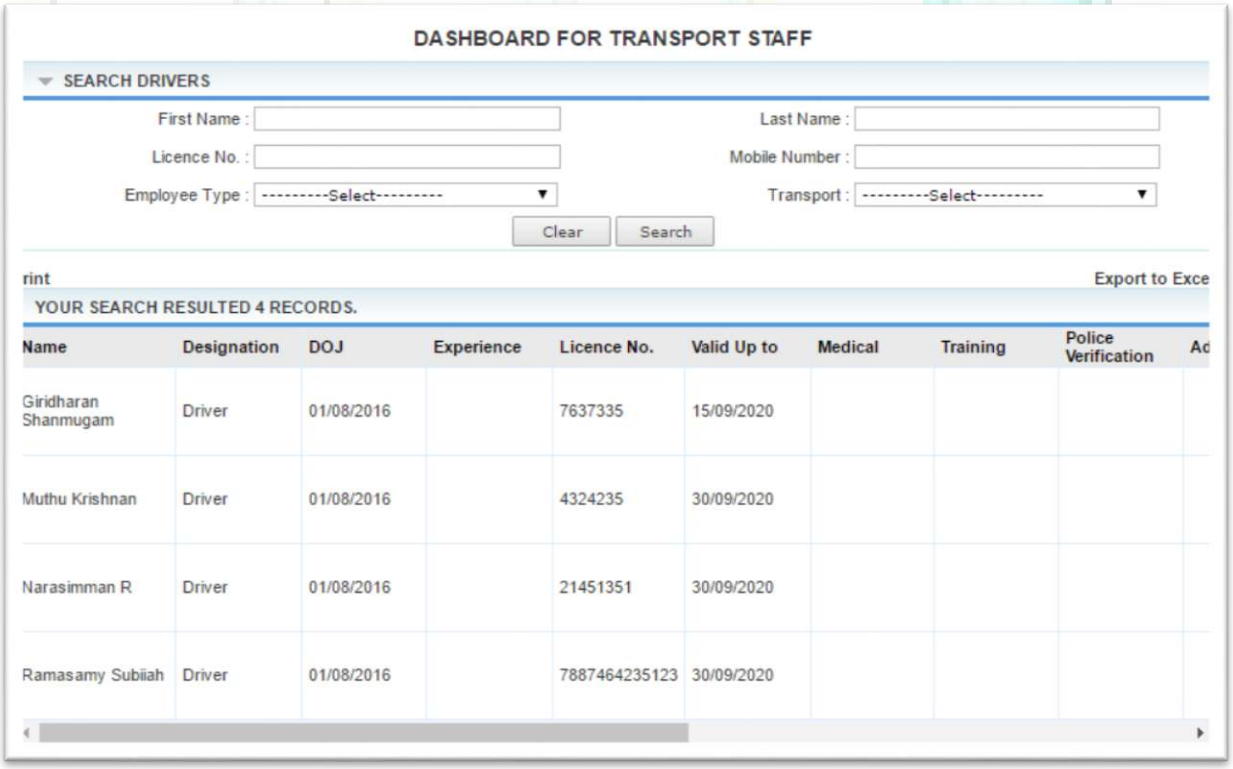
All transport reports are listed below:

Transport Staff Dashboard

In this screen transport Staff details like Like Licence no,Expriy date, Accident History,Challan and Insurance. In Manage Bus Screen Documents will be Uploaded and it gets reflected in Transport Staff dashboard Page.



Reports→Transport Management Reports→Transport Staff Dashboard.



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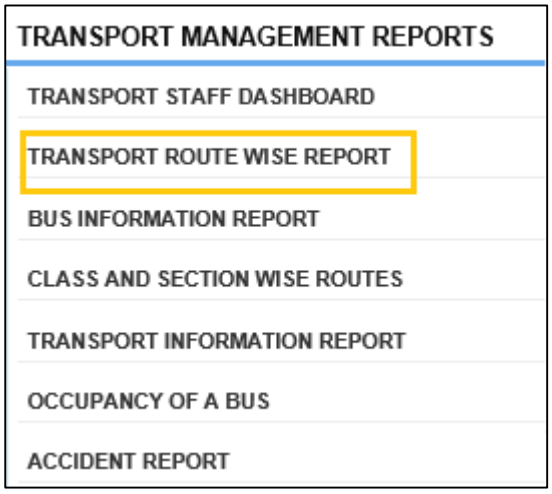
Transport Route Wise Report

In this Screen Routes of all transport with Pick up and Drop Timings will be generated. Routes will be created in Manage Route Page it gets reflected in Transport Route wise report.



Reports→Transport Management Reports→Transport Route Wise Report.

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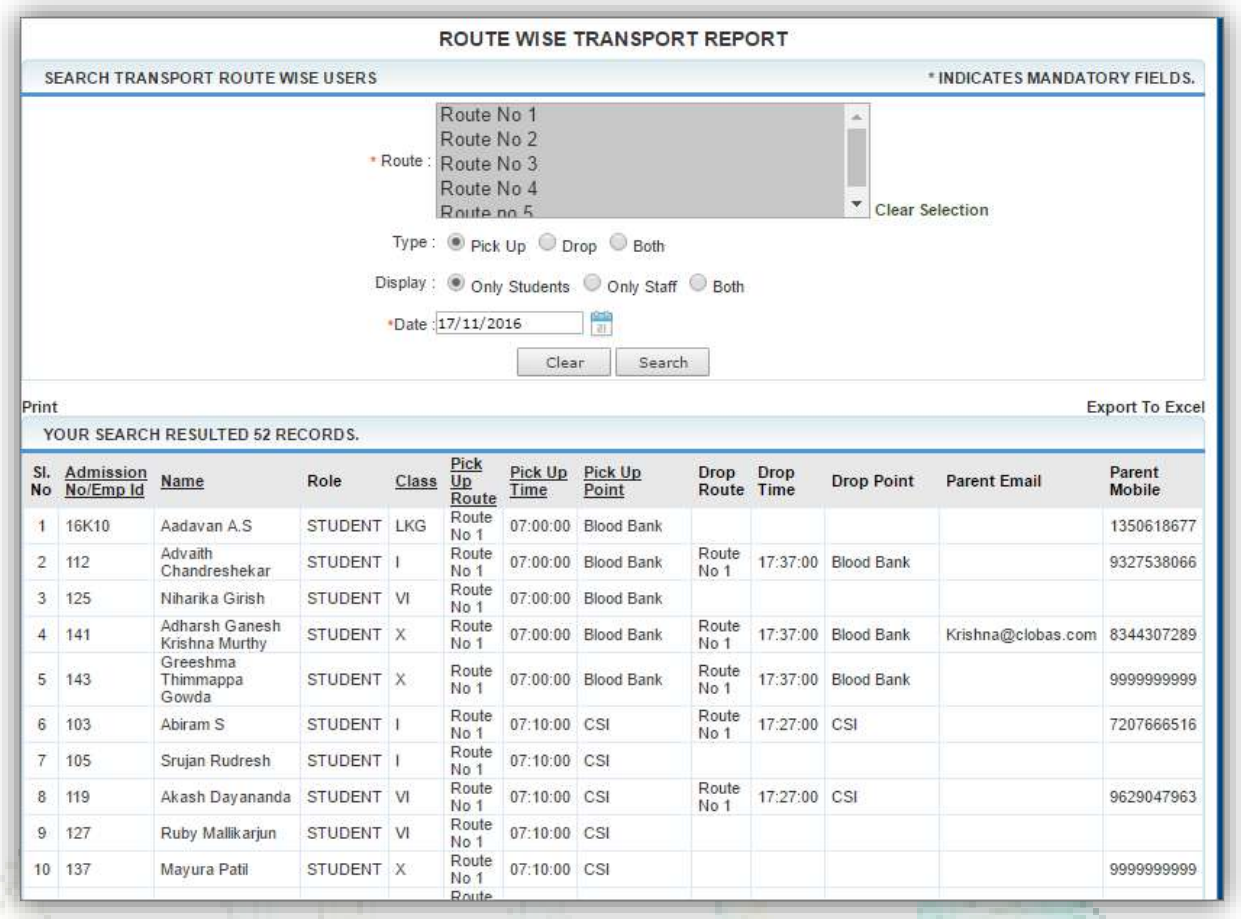
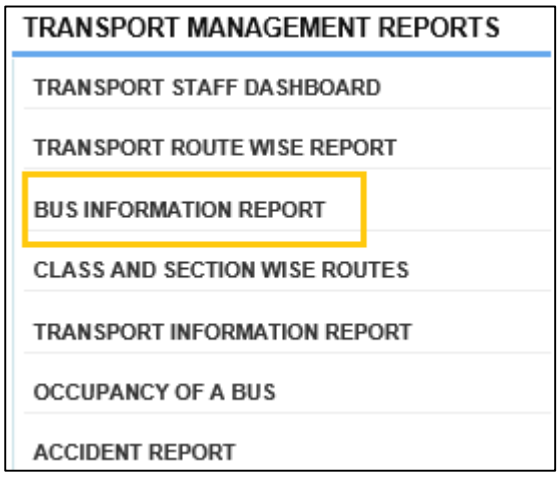


Sl. No	Admission No/Emp Id	Name	Role	Class	Pick Up Route	Pick Up Time	Pick Up Point	Drop Route	Drop Time	Drop Point	Parent Email	Parent Mobile
1	16K10	Aadavan A.S	STUDENT	LKG	Route No 1	07:00:00	Blood Bank					1350618677
2	112	Advaith Chandreshekar	STUDENT	I	Route No 1	07:00:00	Blood Bank	Route No 1	17:37:00	Blood Bank		9327538066
3	125	Niharika Girish	STUDENT	VI	Route No 1	07:00:00	Blood Bank					
4	141	Adharsh Ganesh Krishna Murthy	STUDENT	X	Route No 1	07:00:00	Blood Bank	Route No 1	17:37:00	Blood Bank	Krishna@clobas.com	8344307289
5	143	Greeshma Thimmappa Gowda	STUDENT	X	Route No 1	07:00:00	Blood Bank	Route No 1	17:37:00	Blood Bank		9999999999
6	103	Abiram S	STUDENT	I	Route No 1	07:10:00	CSI	Route No 1	17:27:00	CSI		7207666516
7	105	Srujan Rudresh	STUDENT	I	Route No 1	07:10:00	CSI					
8	119	Akash Dayananda	STUDENT	VI	Route No 1	07:10:00	CSI	Route No 1	17:27:00	CSI		9629047963
9	127	Ruby Mallikarjun	STUDENT	VI	Route No 1	07:10:00	CSI					
10	137	Mayura Patil	STUDENT	X	Route No 1	07:10:00	CSI					9999999999

Bus Information Report

In this Screen Bus Information like bus type, Service details and Fuel type will be displayed. Bus information created in Manage Bus Page. Service Expiry details can be Viewed in Dashboard Page.



Reports→Transport Management Reports→Bus Information Report.

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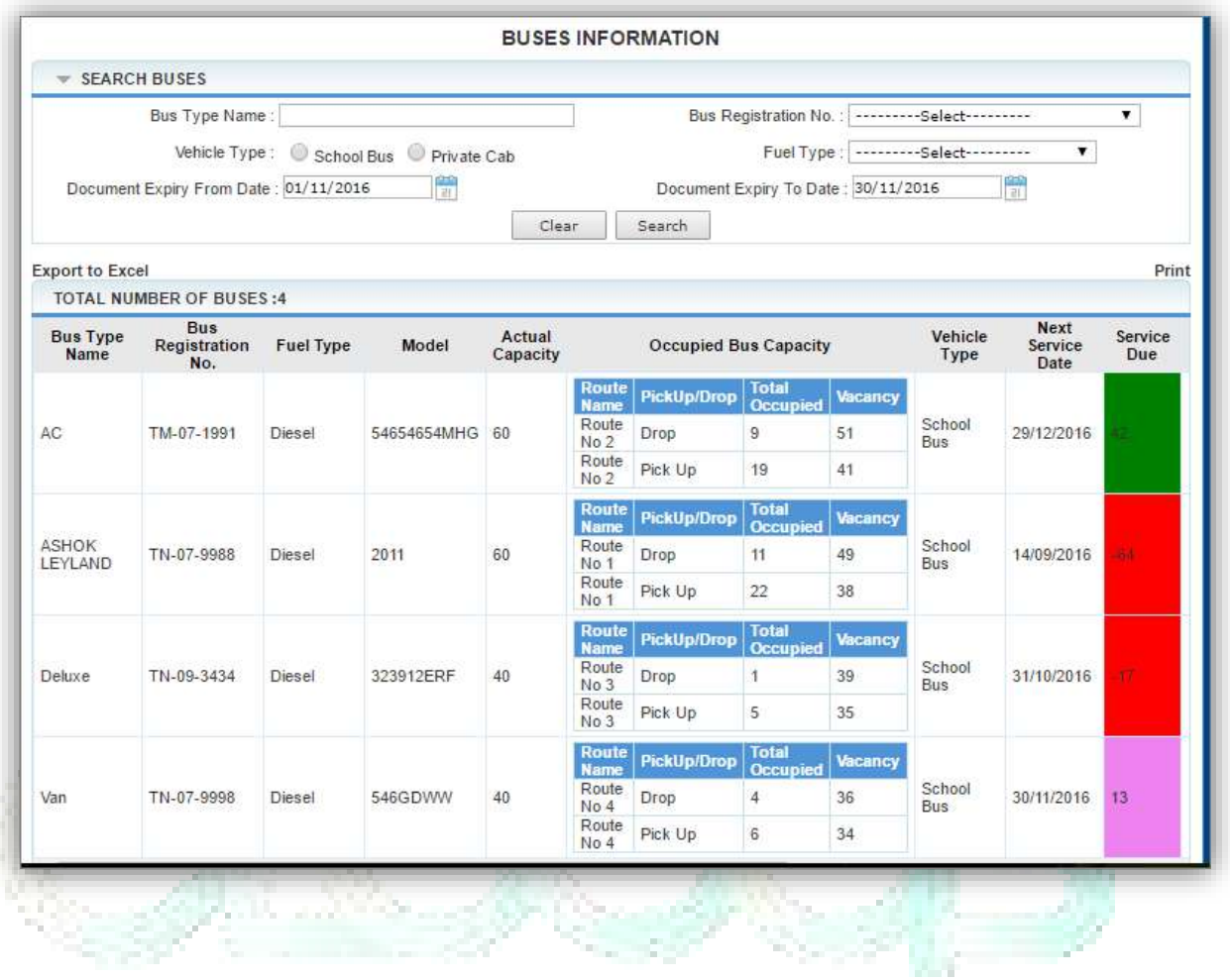


BUSES INFORMATION

SEARCH BUSES

Bus Type Name : | Bus Registration No. : ---------Select---------

Vehicle Type : School Bus Private Cab | Fuel Type : ---------Select---------

Document Expiry From Date : 01/11/2016 | Document Expiry To Date : 30/11/2016

Clear Search

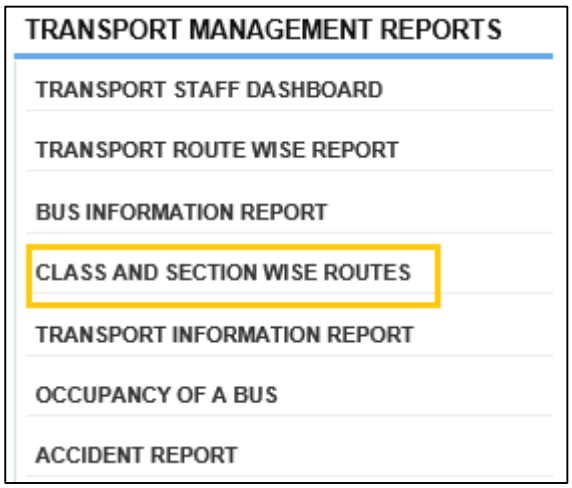
Export to Excel Print

TOTAL NUMBER OF BUSES :4

Bus Type Name	Bus Registration No.	Fuel Type	Model	Actual Capacity	Occupied Bus Capacity				Vehicle Type	Next Service Date	Service Due
					Route Name	PickUp/Drop	Total Occupied	Vacancy			
AC	TM-07-1991	Diesel	54654654MHG	60	Route No 2	Drop	9	51	School Bus	29/12/2016	42
					Route No 2	Pick Up	19	41			
ASHOK LEYLAND	TN-07-9988	Diesel	2011	60	Route No 1	Drop	11	49	School Bus	14/09/2016	-64
					Route No 1	Pick Up	22	38			
Deluxe	TN-09-3434	Diesel	323912ERF	40	Route No 3	Drop	1	39	School Bus	31/10/2016	-17
					Route No 3	Pick Up	5	35			
Van	TN-07-9998	Diesel	546GDWW	40	Route No 4	Drop	4	36	School Bus	30/11/2016	13
					Route No 4	Pick Up	6	34			

Class and Section Wise Routes

It displays all student routes details from a particular class.



TRANSPORT MANAGEMENT REPORTS

TRANSPORT STAFF DASHBOARD

TRANSPORT ROUTE WISE REPORT

BUS INFORMATION REPORT

CLASS AND SECTION WISE ROUTES

TRANSPORT INFORMATION REPORT

OCCUPANCY OF A BUS

ACCIDENT REPORT

Reports→Transport Management Reports→Class and Section Wise Routes.

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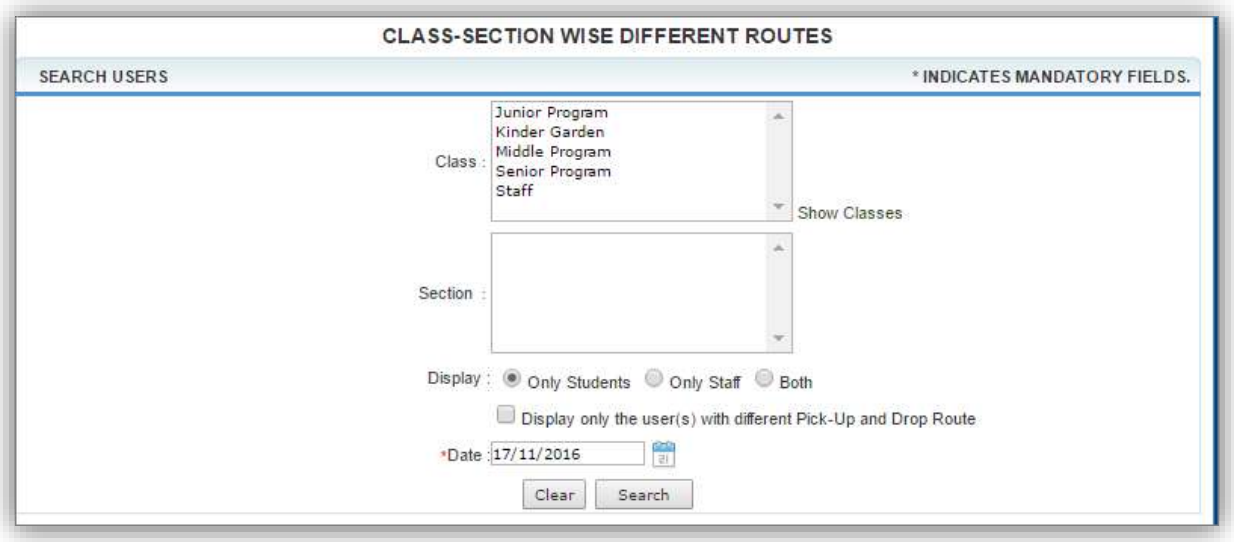
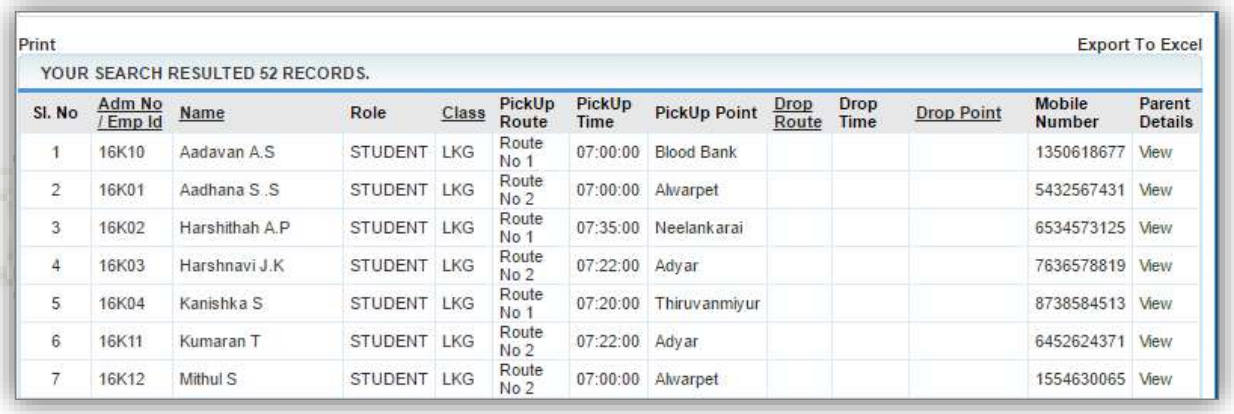




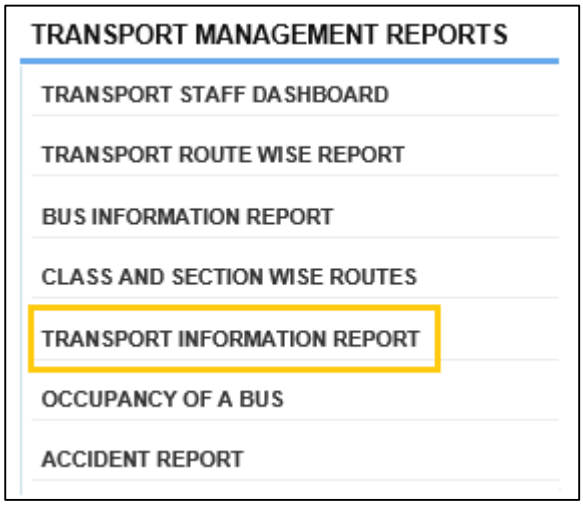
Print Export To Excel

YOUR SEARCH RESULTED 52 RECORDS.

Sl. No	Adm No / Emp Id	Name	Role	Class	PickUp Route	PickUp Time	PickUp Point	Drop Route	Drop Time	Drop Point	Mobile Number	Parent Details
1	16K10	Aadavan A.S	STUDENT	LKG	Route No 1	07:00:00	Blood Bank				1350618677	View
2	16K01	Aadhana S .S	STUDENT	LKG	Route No 2	07:00:00	Alwarpet				5432567431	View
3	16K02	Harshithah A.P	STUDENT	LKG	Route No 1	07:35:00	Neelankarai				6534573125	View
4	16K03	Harshnavi J.K	STUDENT	LKG	Route No 2	07:22:00	Adyar				7636578819	View
5	16K04	Kanishka S	STUDENT	LKG	Route No 1	07:20:00	Thiruvanmiyur				8738584513	View
6	16K11	Kumaran T	STUDENT	LKG	Route No 2	07:22:00	Adyar				6452624371	View
7	16K12	Mithul S	STUDENT	LKG	Route No 2	07:00:00	Alwarpet				1554630065	View

Transport Information Reports

It displays all transport information of a particular organisation.



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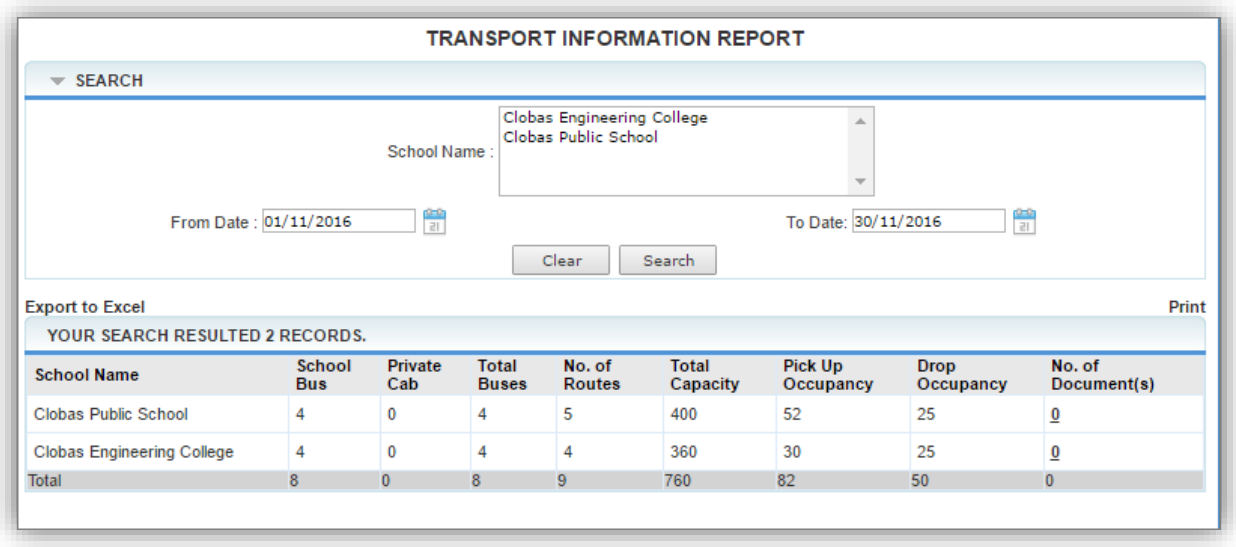
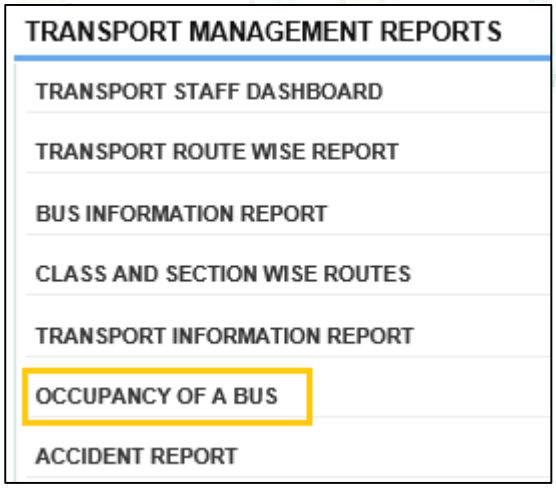
Reports→Transport Management Reports→Transport Information Report



School Name	School Bus	Private Cab	Total Buses	No. of Routes	Total Capacity	Pick Up Occupancy	Drop Occupancy	No. of Document(s)
Clobas Public School	4	0	4	5	400	52	25	0
Clobas Engineering College	4	0	4	4	360	30	25	0
Total	8	0	8	9	760	82	50	0

Occupancy of a Bus

It displays all details of a particular route like bus capacity, availability, occupancy and First and last girl child pickup/drop.



Reports→Transport Management Reports→Occupancy of a Bus.

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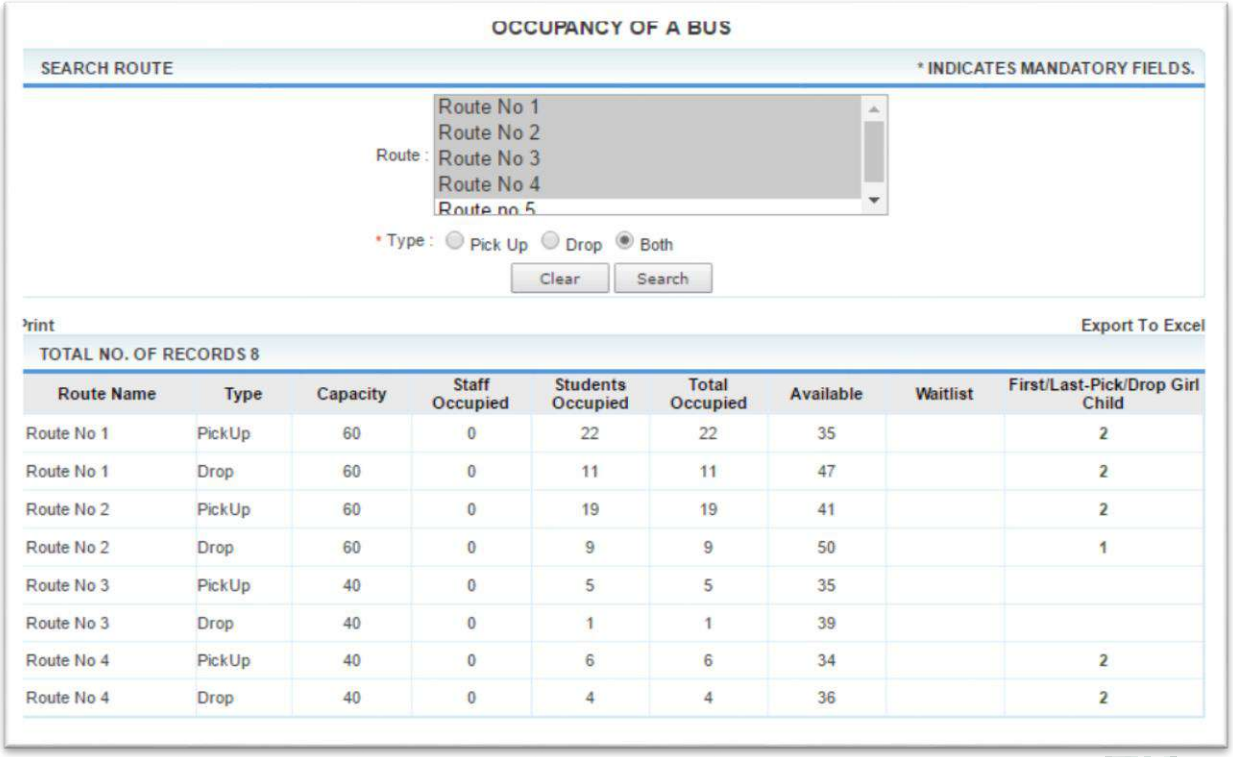


OCCUPANCY OF A BUS

SEARCH ROUTE * INDICATES MANDATORY FIELDS.

Route : Route No 1, Route No 2, Route No 3, Route No 4, Route no 5

* Type : Pick Up Drop Both

Clear Search

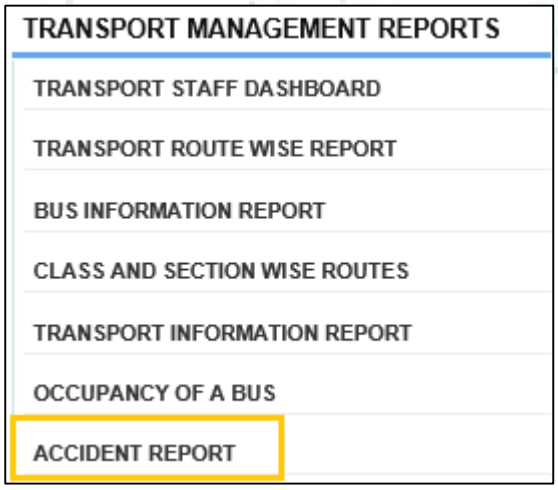
Print Export To Excel

TOTAL NO. OF RECORDS 8

Route Name	Type	Capacity	Staff Occupied	Students Occupied	Total Occupied	Available	Waitlist	First/Last-Pick/Drop Girl Child
Route No 1	PickUp	60	0	22	22	35		2
Route No 1	Drop	60	0	11	11	47		2
Route No 2	PickUp	60	0	19	19	41		2
Route No 2	Drop	60	0	9	9	50		1
Route No 3	PickUp	40	0	5	5	35		
Route No 3	Drop	40	0	1	1	39		
Route No 4	PickUp	40	0	6	6	34		2
Route No 4	Drop	40	0	4	4	36		2

Accident Report

It displays all accident report of all buses in a particular campus.



Reports→Transport Management Reports→Accident Report.

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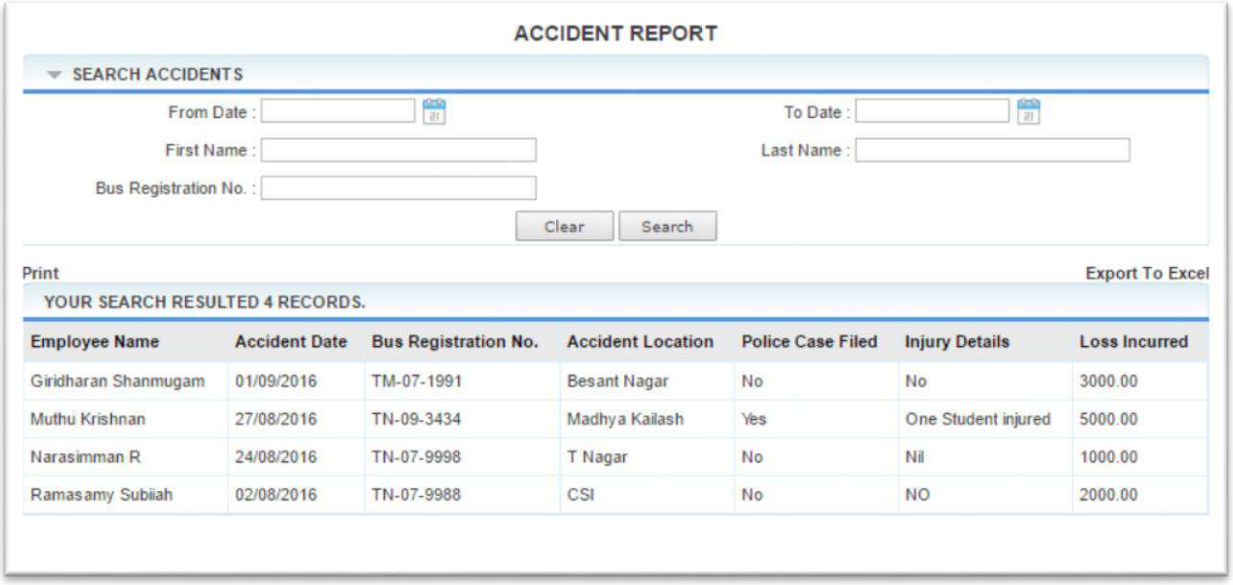

ACCIDENT REPORT

SEARCH ACCIDENTS

From Date : To Date :

First Name : Last Name :

Bus Registration No. :

Clear Search

Print Export To Excel

YOUR SEARCH RESULTED 4 RECORDS.

Employee Name	Accident Date	Bus Registration No.	Accident Location	Police Case Filed	Injury Details	Loss Incurred
Giridharan Shanmugam	01/09/2016	TM-07-1991	Besant Nagar	No	No	3000.00
Muthu Krishnan	27/08/2016	TN-09-3434	Madhya Kailash	Yes	One Student injured	5000.00
Narasimman R	24/08/2016	TN-07-9998	T Nagar	No	Nil	1000.00
Ramasamy Subiiah	02/08/2016	TN-07-9988	CSI	No	NO	2000.00

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Login Report

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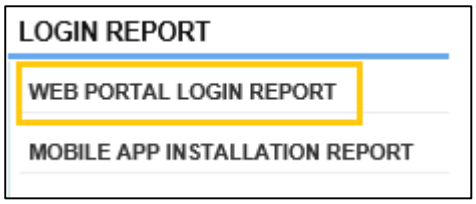
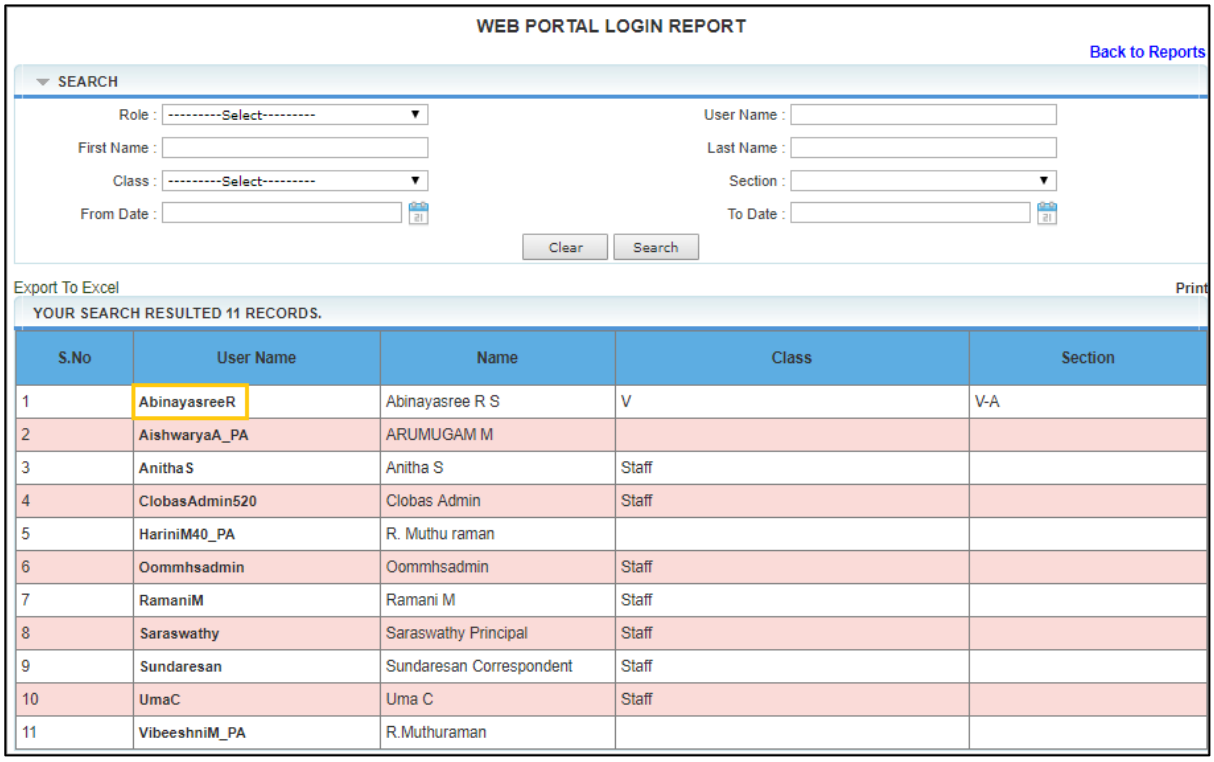
Web Portal Login Report

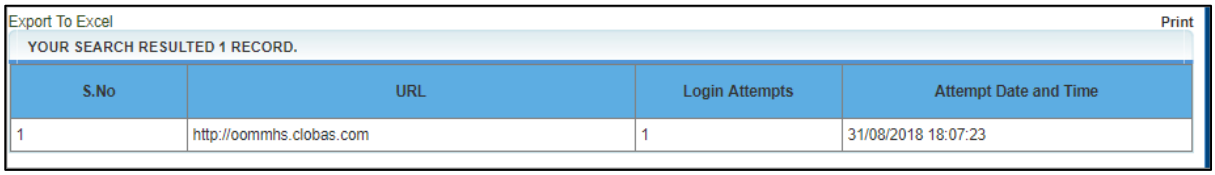
It displays all the users who have logged into the web portal. Please choose the filter criteria and click on search. By selecting the Username of the user, we will be able to view the number of times the user has logged in with date and time.



Reports→Login Report→Web Portal Login Report.



S.No	User Name	Name	Class	Section
1	AbinayasreeR	Abinayasree R S	V	V-A
2	AishwaryaA_PA	ARUMUGAM M		
3	AnithaS	Anitha S	Staff	
4	ClobasAdmin520	Clobas Admin	Staff	
5	HariniM40_PA	R. Muthu raman		
6	Oommhsadmin	Oommhsadmin	Staff	
7	RamaniM	Ramani M	Staff	
8	Saraswathy	Saraswathy Principal	Staff	
9	Sundaresan	Sundaresan Correspondent	Staff	
10	UmaC	Uma C	Staff	
11	VibeeshniM_PA	R.Muthuraman		



S.No	URL	Login Attempts	Attempt Date and Time
1	http://oommhs.clobas.com	1	31/08/2018 18:07:23

Mobile App Installation Report

It displays all the users who have installed and not installed our Clobas Mobile App based on Class and Section. Please choose the filter criteria and click on search.

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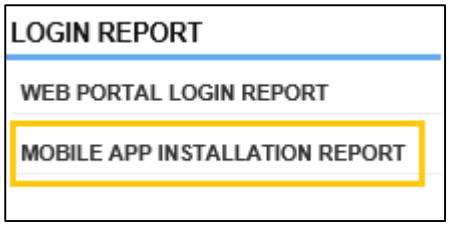
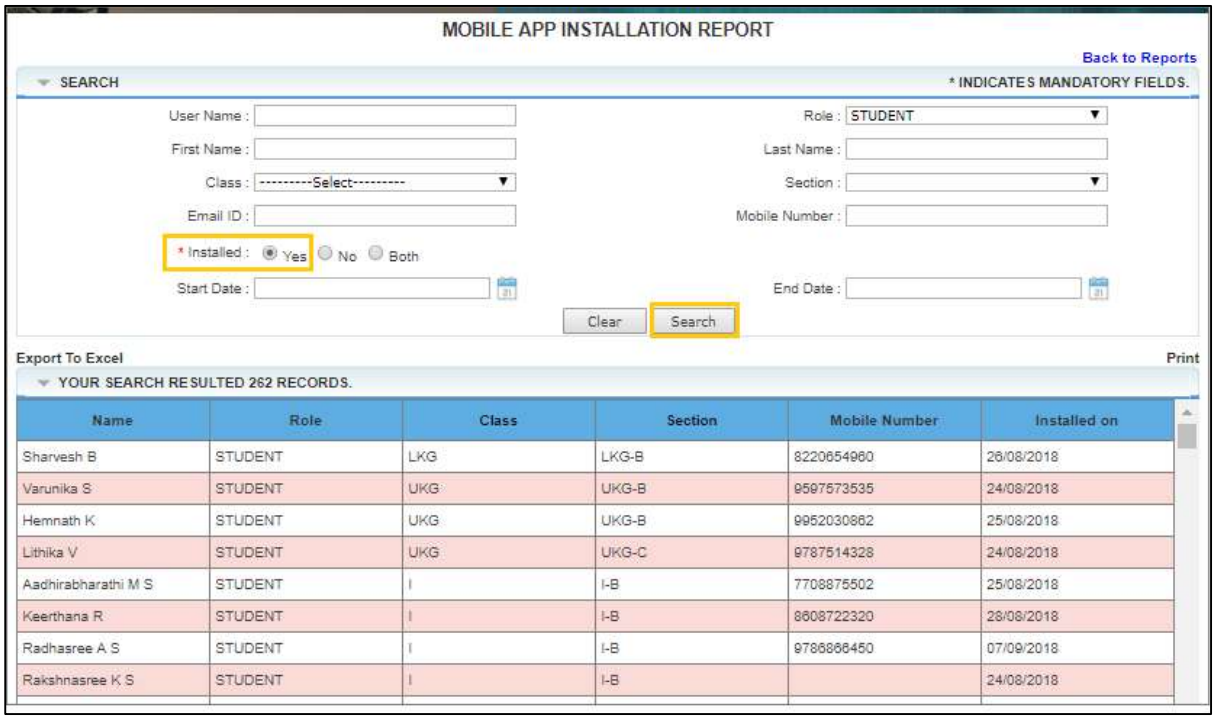


Reports→Login Report→Mobile App Installation Report.



Name	Role	Class	Section	Mobile Number	Installed on
Sharvesh B	STUDENT	LKG	LKG-B	8220654960	26/08/2018
Varunika S	STUDENT	UKG	UKG-B	9597573535	24/08/2018
Hemnath K	STUDENT	UKG	UKG-B	9952030862	25/08/2018
Lithika V	STUDENT	UKG	UKG-C	9787514328	24/08/2018
Aadhirabharathi M S	STUDENT	I	I-B	7708875502	25/08/2018
Keerthana R	STUDENT	I	I-B	8608722320	28/08/2018
Radhasree A S	STUDENT	I	I-B	9786866450	07/09/2018
Rakshnasree K S	STUDENT	I	I-B		24/08/2018

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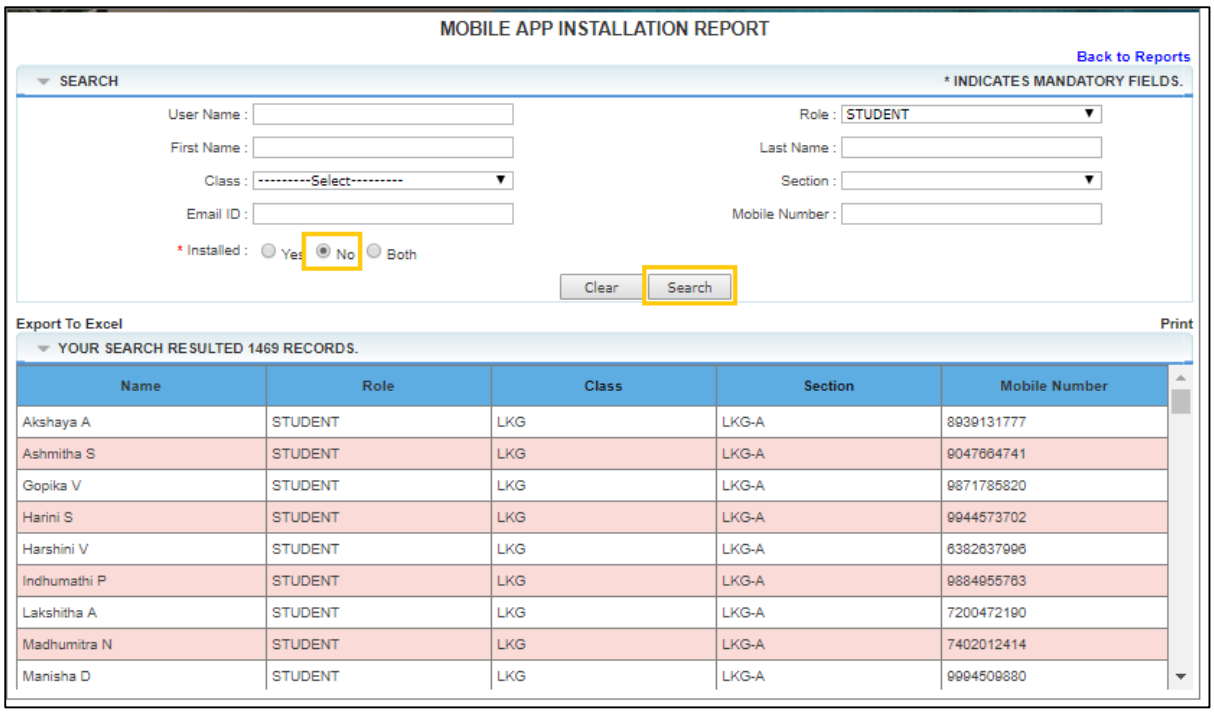

Name	Role	Class	Section	Mobile Number
Akshaya A	STUDENT	LKG	LKG-A	8939131777
Ashmitha S	STUDENT	LKG	LKG-A	9047664741
Gopika V	STUDENT	LKG	LKG-A	9871785820
Harini S	STUDENT	LKG	LKG-A	9944573702
Harshini V	STUDENT	LKG	LKG-A	6382637996
Indhumathi P	STUDENT	LKG	LKG-A	9884955763
Lakshitha A	STUDENT	LKG	LKG-A	7200472190
Madhumitra N	STUDENT	LKG	LKG-A	7402012414
Manisha D	STUDENT	LKG	LKG-A	9994509880

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